5.0 CREATING FINANCIAL SUBMISSIONS

5.0 CREATING FINANCIAL SUBMISSIONS

After single clicking on the Financial Assessment Subsystem (FASPHA) Link, the FASS-PH introduction page will display. From this page, single click on the Continue link. This will take you to your inbox.

5.1 Inbox

The Inbox page is the first page in FASS-PH. The table on the Inbox page displays all financial data submissions assigned to the authorized user to date. The table may be blank the first time you access FASS-PH; **submissions cannot be displayed until they are created in the system.**

FINANCIAL ASSESSMENT - INBOX (ALL DATA IS FICTITIOUS TEST DATA)

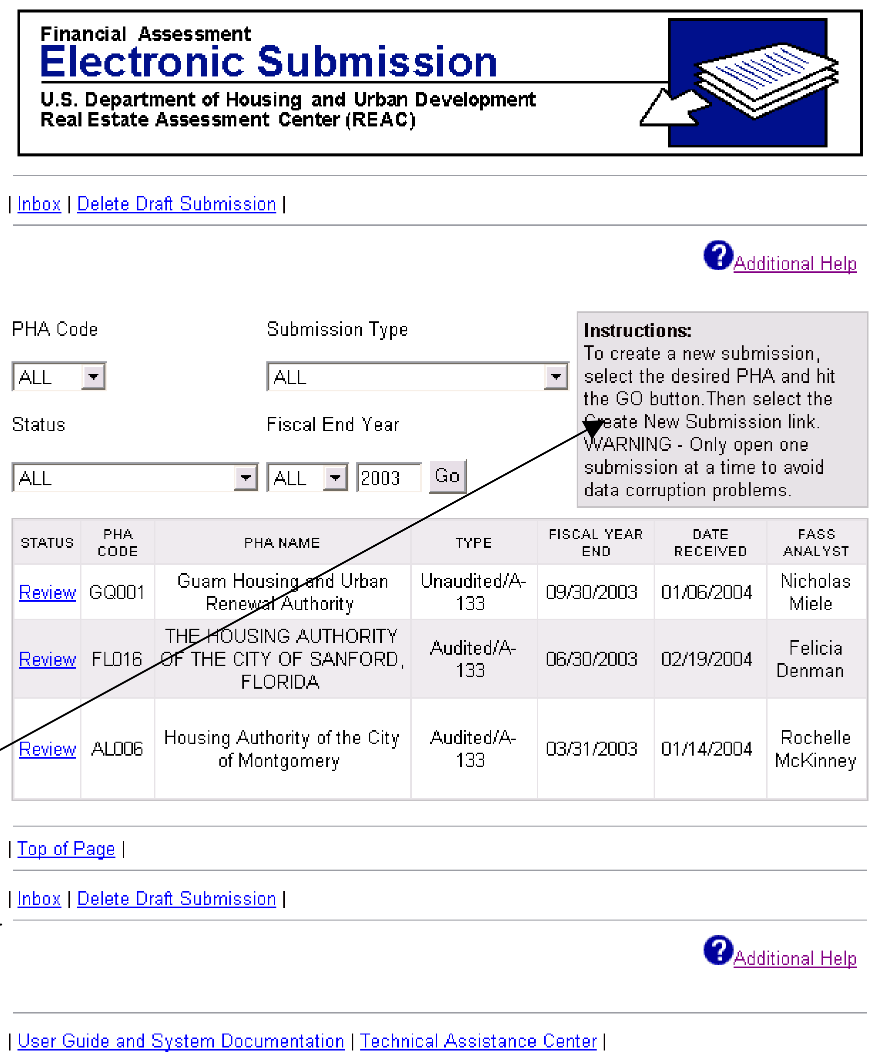
Available Links:
- Inbox
- Delete Draft Submissions
- Additional Help

Submission Criteria Dropdowns:
- PHA Code
- Submission Type
- Status
- Fiscal Year End

Submission Table:
- displays submissions in the user's inbox

In

Additional Links:
- User Guide and System Documentation
- Technical Assistance Center
- Top of Page
- Previous Page
- Next Page



Financial Assessment
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

| Inbox | Delete Draft Submission |

Additional Help

PHA Code: ALL
Submission Type: ALL
Status: ALL
Fiscal End Year: ALL 2003 Go

Instructions:
To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link. WARNING - Only open one submission at a time to avoid data corruption problems.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
Review	GQ001	Guam Housing and Urban Renewal Authority	Unaudited/A-133	09/30/2003	01/06/2004	Nicholas Miele
Review	FL016	THE HOUSING AUTHORITY OF THE CITY OF SANFORD, FLORIDA	Audited/A-133	06/30/2003	02/19/2004	Felicia Denman
Review	AL006	Housing Authority of the City of Montgomery	Audited/A-133	03/31/2003	01/14/2004	Rochelle McKinney

| Top of Page |

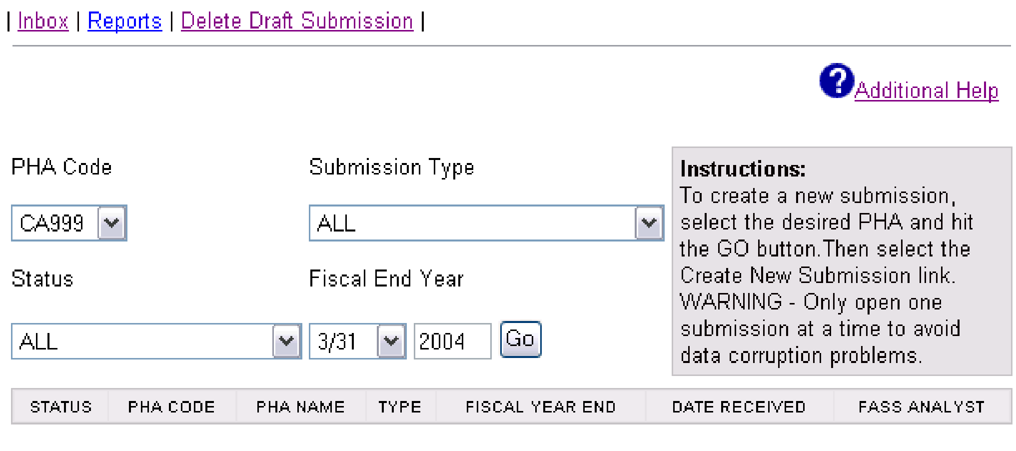
| Inbox | Delete Draft Submission |

Additional Help

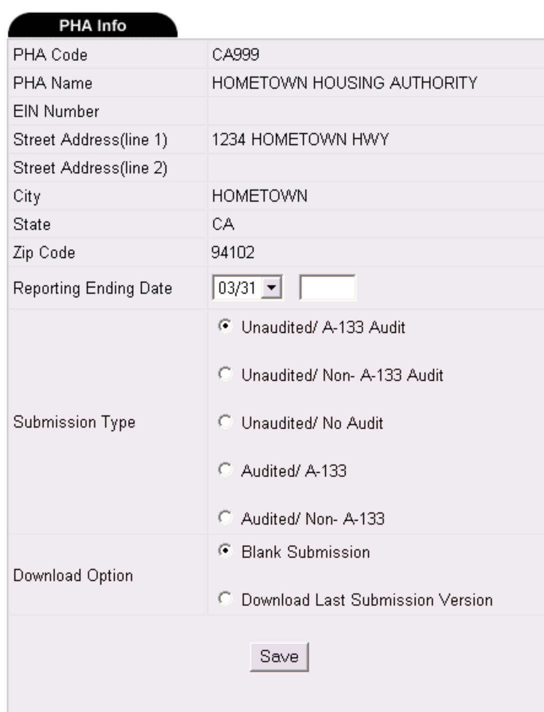
| User Guide and System Documentation | Technical Assistance Center |

Creating a Financial Submission

The submission table on the Inbox page can be filtered by*: PHA Code, Submission Type, Status, Fiscal End Year (month and date), and Fiscal End Year (year).*



In order to create a new submission, PHA users must access the Inbox and perform a query based on the desired submission. ***How to query***: Click on the down arrow buttons adjacent to the dropdown boxes to view the selections for each field. From the dropdowns, click on the desired selections and enter the desired Fiscal End Year (year) in the text box. Then click on the Go button. When the page is refreshed, the user must click on the Create New Submission link and enter information in the PHA Info page.



Note: A PHA can edit or save a submission only if the submission is in Draft or IPA Disagree status and if the user is assigned to the PHA.

Only one Audited and one Unaudited draft submission is allowed for each Reporting End Date of a specified PHA. For example, an error message will display if the user is attempting to create a second audited draft submission for the same Reporting End Date and PHA.

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code:	CA999
Submission Type:	Unaudited and Audited/A-133
Fiscal End Year (month/date):	03/31
Fiscal End Year (year):	2004

Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit.)

Step 1: At the Inbox, perform a query on the screen by entering information for your PHA submission. For example:

- Select **CA999** from the PHA Code dropdown.
- Select **03/31** from the Fiscal End Year (month/date) dropdown.
- Enter **2004** in the Fiscal End Year (year) dropdown.
- Click on the Go button.

The Inbox will refresh and will display the following additional links at the top of your screen:

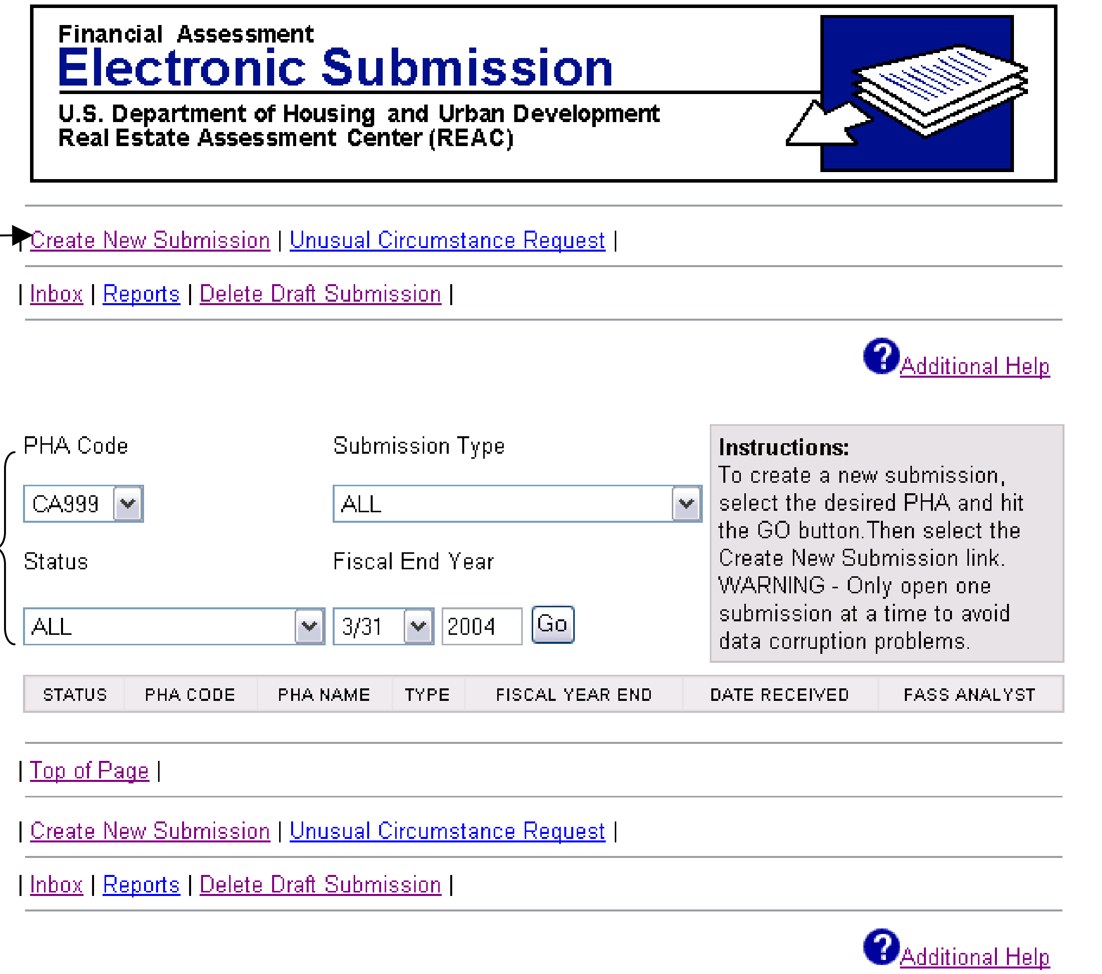
- Create New Submission
- Unusual Circumstance Request (not available for Section 8 only entities)
- Reports

Note: Cannot find the *Create New Submission* link? You must select your PHA code from the drop down and click "Go" for the link to appear.

FINANCIAL ASSESSMENT - INBOX (CREATE NEW SUBMISSION LINK)

Click on the Create New Submission link.

Select PHA Code and Fiscal End Year from the dropdowns.



Step 2: Click on the Create New Submission link to continue to the **PHA Info** page.

5.2 PHA Info Page

The PHA Info page allows users to verify and enter basic information about a PHA and the type of programs under which they are funded. Based on this information, the system generates the appropriate data entry pages for the user to complete and submit the financial data to HUD. The PHA Info page contains two tabs – ***PHA Info*** and ***Program Selection***. Users can change pages by clicking on the tab names. A page is active if the tab name appears in dark bold.

The Program Selection tab does not appear below because the new submission has not yet been created. Once the fields on the PHA Info page contain information and the information has been saved, the new submission will be created and the Program Selection tab will appear.

Note: Remember to save your work before leaving a page. To avoid losing work, use the underlined system links to move from page to page, instead of the browser Back and Forward buttons.

5.2.1 PHA Info Tab

After the PHA User clicks on the Create New Submission link on the Inbox, the PHA Info tab displays.

The PHA Info tab contains basic information about the PHA, including name, PHA code, address, and fiscal year end date. To create a new submission in the system, you must select Reporting Ending Date (month/day), enter a Reporting Ending Date (year), and select the appropriate *Submission Type* and *Download Option*.

FINANCIAL ASSESSMENT – PHA INFO PAGE (PHA INFO TAB)

Financial Assessment
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U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

| Inbox | Reports |

Additional Help

Instructions:
Please enter the Reporting Ending Date year, select a submission type, select a blank submission or download the last submission version and click the Save button.

Submissions prior to 09/30/2001:
Select the Program Selection tab to continue.

09/30/2001 or later submissions:
The PHA Info screen will reappear and you will need to input the Reporting Beginning Date and click the Save button. Then select the Program Selection tab to continue.

Please verify that the PHA information is correct. If there are any discrepancies with the data shown below please contact your Field Office to update the information.

PHA Info

PHA Code	CA999
PHA Name	HOMETOWN HOUSING AUTHORITY
EIN Number	
Street Address(line 1)	1234 HOMETOWN HWY
Street Address(line 2)	
City	HOMETOWN
State	CA
Zip Code	94102
Reporting Ending Date	03/31
Submission Type	(•) Unaudited/ A-133 Audit ( ) Unaudited/ Non- A-133 Audit ( ) Unaudited/ No Audit ( ) Audited/ A-133 ( ) Audited/ Non- A-133
Download Option	(•) Blank Submission ( ) Download Last Submission Version

Save

Reporting Ending Date:
Month/Day: defaulted
Year: Enter year

SubmissionType:
Select desired option.

Download Option:
Select desired option.

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| Inbox | Reports |

Additional Help

| User Guide and System Documentation | Technical Assistance Center |

Step 1: **Reporting End Date (month/day)**: Select one of the 4 month/day options from the dropdown (03/31, 06/30, 09/30, 12/31). This dropdown is defaulted to the current fiscal year end quarter for the selected PHA Code.

*For this example, we will keep the defaulted date, **03/31,** selected in the dropdown*.

Step 2: **Reporting End Date (year)**: Enter a four-digit fiscal year end date.

*Enter **2004** in the text box.*

Step 3: **Submission Type:** Select a radio button from one of the 5 submission types (Unaudited/A-133 Audit, Unaudited/Non A-133 Audit, Unaudited/No Audit, Audited/A-133, and Audited/Non A-133). Please remember that an Unaudited submission must be created in the system before an Audited submission can be created.

Changing the Submission Type:

If a PHA would like to change the submission type for a submission he or she is currently working on, the PHA should go to the PHA Info screen, change the submission type, and press the Save pushbutton.

Step 4: **Download Option**: Select one of the two download options:

- Blank Submission
- Download Last Submission Version

When selecting the Download Last Submission Version button, the user will receive an error message if downloading a rejected submission into a draft when he or she has selected a different Submission Type on the PHA Info screen for the new submission than the Submission Type that was specified for the rejected submission

Note: If necessary, the submission type can be changed after the new submission is created.

If a Low Rent/Combined PHA is resubmitting data after receiving a Late Presumptive Failure or if a Section 8 Only PHA is resubmitting data afer receiving a Failure to Submit, the Download Last Submission Version can only be used if a prior submission with valid data exists for the same fiscal year. If the only available submission is the blank late presumptively failed submission, the user must select the **Blank Submission** download option. In either case, the user should confirm that the Reporting Beginning Date and Reporting Ending Date are accurate prior to completing the submission.

Step 5: Click on the 

button.

For any submission dated 09/30/2001 and beyond, a pop-up message will appear reminding the PHA user to complete the Reporting Beginning Date and Component Unit fields. Skip the next paragraph and continue on to Step 6.

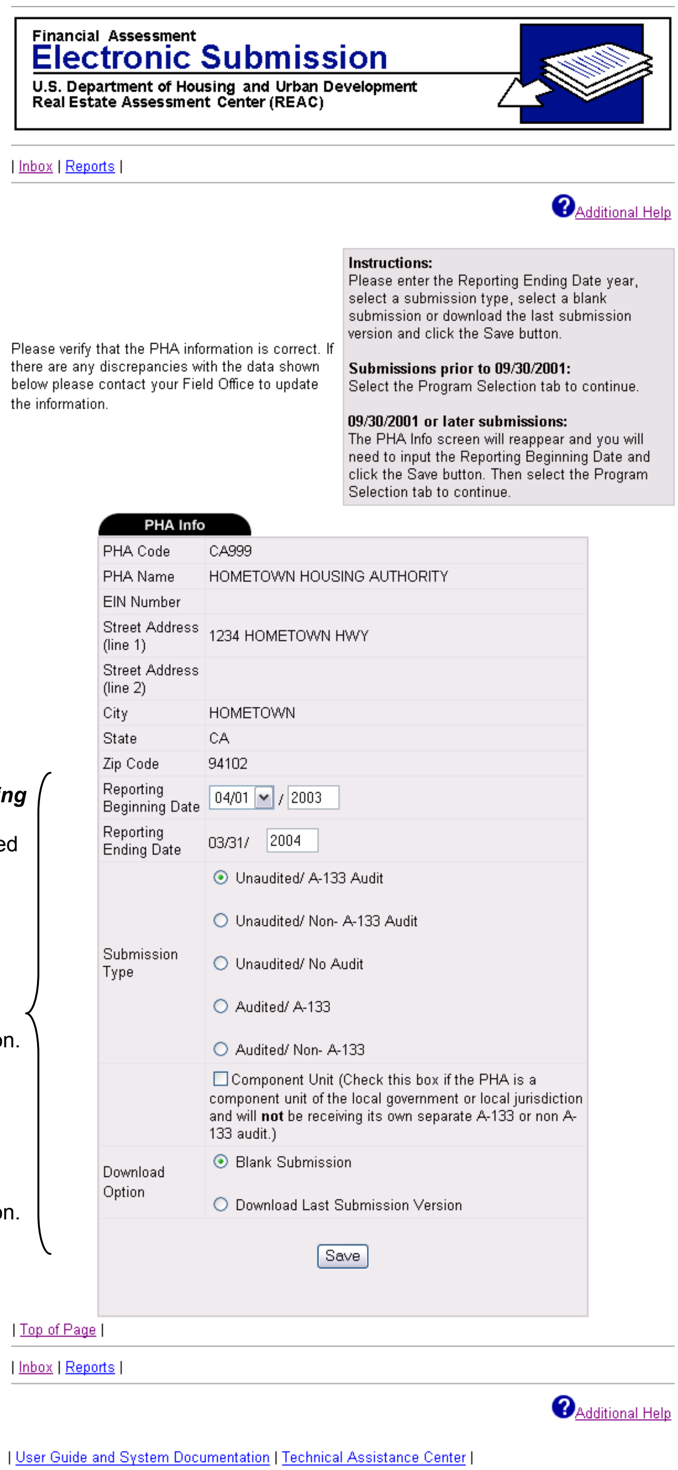
If a submission is dated prior to 9/30/2001, the pop-up message will not display. Instead, the information for the new submission will be saved and the Program Selection tab appear. Skip to Step 12.

Step 6: Click **OK**.

The PHA Info tab refreshes and will display a **Component Unit** check box and a **Reporting Beginning Date** dropdown box and textbox (for 09/30/2001 submissions and beyond).

The following screen is displayed (for all submissions dated 9/30/2001 and beyond):

FINANCIAL ASSESSMENT – PHA INFO PAGE (REFRESHED)


Financial Assessment
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U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

| Inbox | Reports |

Additional Help

Please verify that the PHA information is correct. If there are any discrepancies with the data shown below please contact your Field Office to update the information.

Instructions:
Please enter the Reporting Ending Date year, select a submission type, select a blank submission or download the last submission version and click the Save button.

Submissions prior to 09/30/2001:
Select the Program Selection tab to continue.

09/30/2001 or later submissions:
The PHA Info screen will reappear and you will need to input the Reporting Beginning Date and click the Save button. Then select the Program Selection tab to continue.

PHA Info

PHA Code	CA999
PHA Name	HOMETOWN HOUSING AUTHORITY
EIN Number	
Street Address (line 1)	1234 HOMETOWN HWY
Street Address (line 2)	
City	HOMETOWN
State	CA
Zip Code	94102
Reporting Beginning Date	04/01 / 2003
Reporting Ending Date	03/31/ 2004
Submission Type	Unaudited/ A-133 Audit Unaudited/ Non- A-133 Audit Unaudited/ No Audit Audited/ A-133 Audited/ Non- A-133
	Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will **not** be receiving its own separate A-133 or non A-133 audit.)
Download Option	Blank Submission Download Last Submission Version

Save

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| Inbox | Reports |

Additional Help

| User Guide and System Documentation | Technical Assistance Center |

Reporting Beginning Date:
Month/Day: defaulted
Year: defaulted

Reporting Ending Date:
Year: defaulted

SubmissionType:
Select desired option.

Component Unit:
Check the box if applicable.

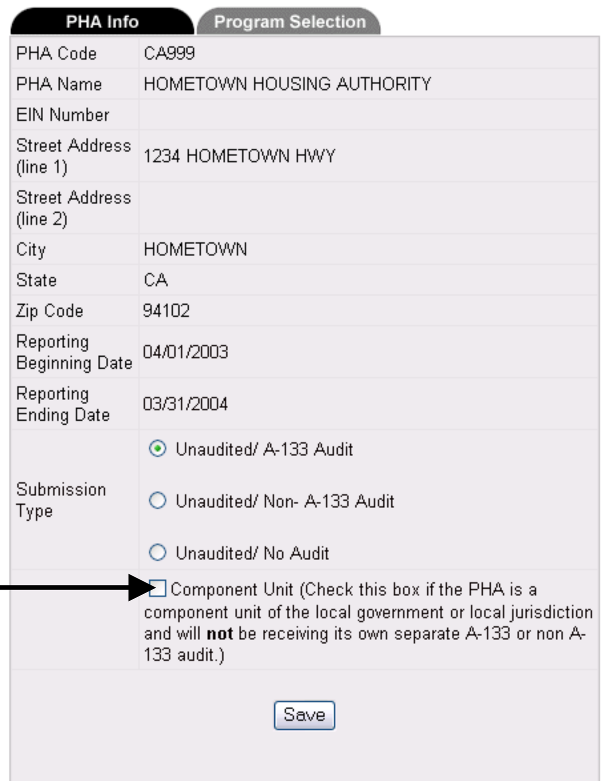
Download Option:
Select desired option.

Step 7: **Reporting Beginning Date**: Select a Reporting Beginning Date (month/date) from the dropdown box and enter the Reporting Beginning Date year in the textbox.

Reporting Beginning Date is a dropdown box that was implemented in FASS-PH Release 7.0.0.0. With this functionality, FASS-PH is able to handle fiscal year end changes, long reporting periods, and short reporting periods. **Please confirm the reporting period beginning and ending dates prior to entering financial data. The system does not allow overlapping submission periods.**

Step 8: **Component Unit:** A PHA should check the Component Unit option if it is a component unit of a local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit.

Check the Component Unit check box if appropriate.



Step 9: Confirm the Submission Type and Download Option selected in Steps 3 and 4, respectively.

*Select the **Unaudited/A-133 Audit** and **Blank Submission** radio buttons.*

Step 10: Click on the 

button.

A pop-up message appears on the screen to confirm whether the PHA is reporting as a component unit of a larger entity. The PHA user has an option to click OK or Cancel.

Step 11: PHA Users reporting as a component unit of a larger entity must click OK to close the message and to continue to create a new submission in the system. Otherwise, click Cancel, make any desired changes to the PHA Info page, and save changes.

*Since CA999 (sample PHA) is reporting as a component unit, click **OK**.*

Step 12: Click on the Program Selection tab at the top of the table to continue to the **Program Selection** tab page.

5.2.2 Program Selection Tab

After the PHA User clicks on the Program Selection tab, the Program Selection screen of the PHA Info page will display.

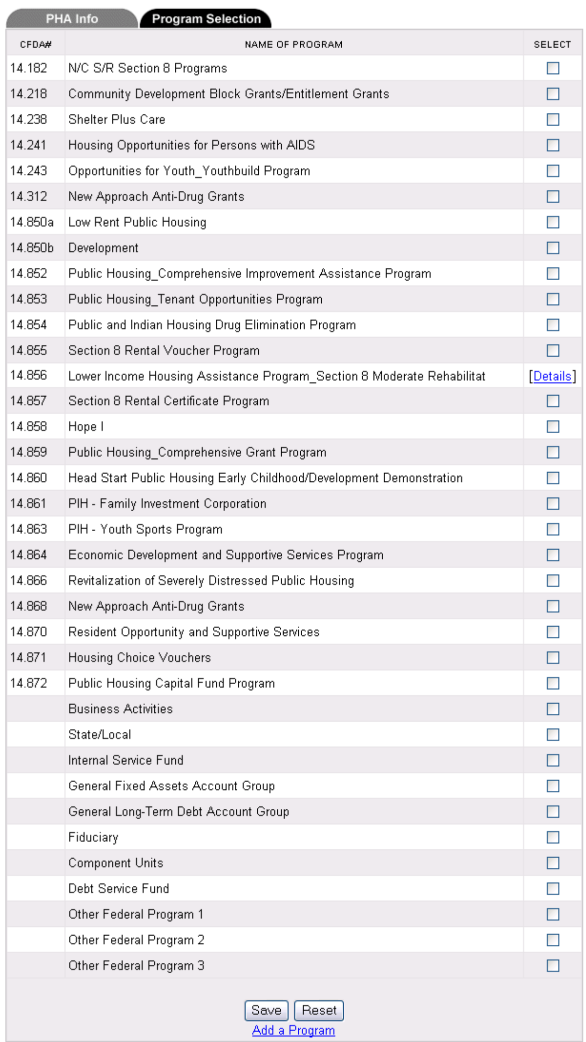
The **Program Selection** tab includes a list of federal programs that provide funding to PHAs. Generic programs (circled below) were added to the Program Selection page in Release 6.0.0.0. The "Other Federal Programs 1, 2, and 3" do not have numbers listed in the CFDA column. These programs can be used when a federal program does not have a CFDA number. See steps 4 - 11 for instructions on adding programs. PHA Users must select the appropriate programs by clicking the corresponding checkboxes in the *Select* column.

FINANCIAL ASSESSMENT – PROGRAM SELECTION TAB

CFDA #:
Corresponds to programs.

Name of Program:
List of all programs.
New programs include Other Federal Program 1, 2, and 3.

Select:
Check the box corresponding to appropriate program.


PHA Info | Program Selection

CFDA#	NAME OF PROGRAM	SELECT
14.182	N/C S/R Section 8 Programs	☐
14.218	Community Development Block Grants/Entitlement Grants	☐
14.238	Shelter Plus Care	☐
14.241	Housing Opportunities for Persons with AIDS	☐
14.243	Opportunities for Youth_Youthbuild Program	☐
14.312	New Approach Anti-Drug Grants	☐
14.850a	Low Rent Public Housing	☐
14.850b	Development	☐
14.852	Public Housing_Comprehensive Improvement Assistance Program	☐
14.853	Public Housing_Tenant Opportunities Program	☐
14.854	Public and Indian Housing Drug Elimination Program	☐
14.855	Section 8 Rental Voucher Program	☐
14.856	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat	[Details]
14.857	Section 8 Rental Certificate Program	☐
14.858	Hope I	☐
14.859	Public Housing_Comprehensive Grant Program	☐
14.860	Head Start Public Housing Early Childhood/Development Demonstration	☐
14.861	PIH - Family Investment Corporation	☐
14.863	PIH - Youth Sports Program	☐
14.864	Economic Development and Supportive Services Program	☐
14.866	Revitalization of Severely Distressed Public Housing	☐
14.868	New Approach Anti-Drug Grants	☐
14.870	Resident Opportunity and Supportive Services	☐
14.871	Housing Choice Vouchers	☐
14.872	Public Housing Capital Fund Program	☐
	Business Activities	☐
	State/Local	☐
	Internal Service Fund	☐
	General Fixed Assets Account Group	☐
	General Long-Term Debt Account Group	☐
	Fiduciary	☐
	Component Units	☐
	Debt Service Fund	☐
	Other Federal Program 1	☐
	Other Federal Program 2	☐
	Other Federal Program 3	☐

Save | Reset
Add a Program

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code: CA999
Fiscal End Year (year): 2004
Program Reported: Low Rent

Step 1: From the **Program Selection** tab on the **PHA Info** page, click the checkboxes in the *Select* column to select the program(s) under which the PHA receives funding. A checkmark ☑ appears in the box. Click the checkbox again to deselect the program. Check as many programs as are applicable.

*Select the **Low Rent Public Housing** program by clicking on the Select column checkbox.*

FINANCIAL ASSESSMENT – PROGRAM SELECTION TAB (TOP OF PAGE)

Low Rent Public Housing is checked. If you are reporting multiple programs, please place a checkmark by all appropriate programs on this page.

PHA Info | Program Selection

CFDA#	NAME OF PROGRAM	SELECT
14.182	N/C S/R Section 8 Programs	☐
14.218	Community Development Block Grants/Entitlement Grants	☑
14.238	Shelter Plus Care	☐
14.241	Housing Opportunities for Persons with AIDS	☑
14.243	Opportunities for Youth_Youthbuild Program	☑
14.312	New Approach Anti-Drug Grants	☐
14.850a	Low Rent Public Housing	☐
14.850b	Development	☐
14.852	Public Housing_Comprehensive Improvement Assistance Program	☐
14.853	Public Housing_Tenant Opportunities Program	☐
14.854	Public and Indian Housing Drug Elimination Program	☐
14.855	Section 8 Rental Voucher Program	☐
14.856	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat	[Details]

Step 2: Click on the Save button to save the data in the system. A confirmation message displays.

Step 3:

Click on the OK button to save your data, or the Cancel button to cancel.

*Click on **OK** to continue with the creation of a financial submission and skip to Section 5.3 Financial Data Schedule if you do not want to select a Section 8 Moderate Rehabilitation project or add a program not listed on the program selection page.*

Note: Some programs may require users to identify a specific project(s).

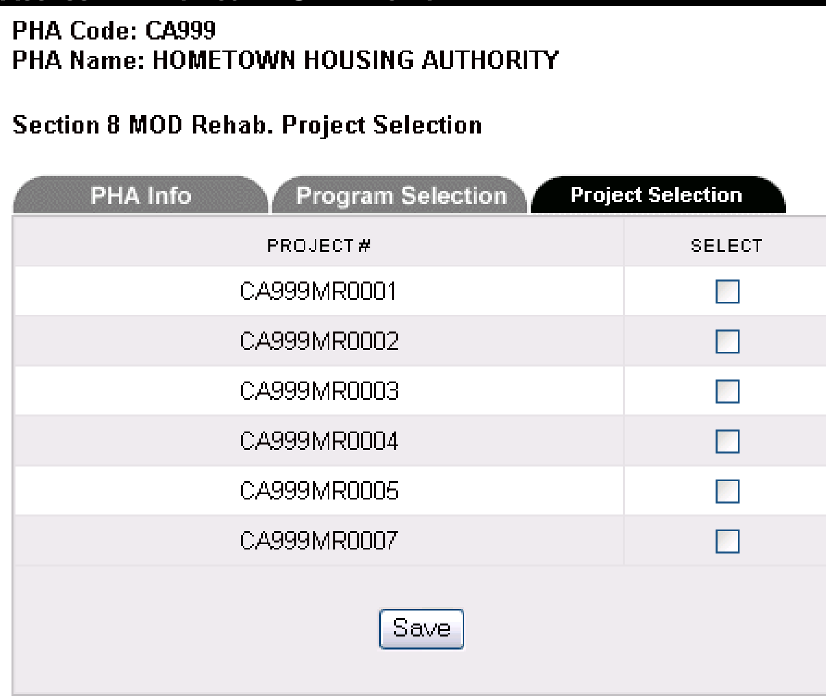
How to Add Projects for CFDA 14.856: On the Program Selection page, click on the underlined Details link in the *Select* column for *Lower Income Housing Assistance Program Section 8 Moderate Rehabilitation*.

The **Project Selection** tab displays.

FINANCIAL ASSESSMENT – PROJECT SELECTION TAB

Project #:
Lists of all projects for the designated PHA.

Select:
Check the box corresponding to appropriate project.



** If you are submitting information on Section 8 Moderate Rehabilitation projects:*

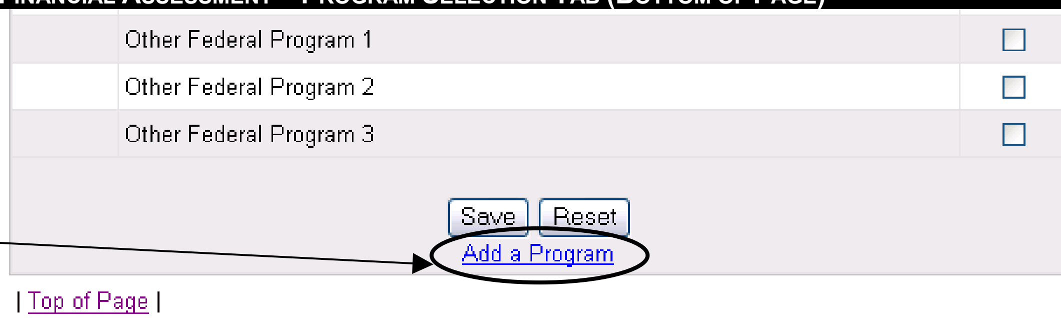
- Click in the checkbox to select the applicable project(s).
- Click on the Save button to save the data in the system.
- Click on the underlined Back to Program Selection link at the bottom of the page to return to the **Program Selection** tab page.

Note

Programs can be added if they do not appear on the **Program Selection** tab. Use the Add a Program link at the bottom of the page to add programs to the list.

HOW TO ADD PROGRAMS: If you would like to add a program not displayed on the Program Selection tab, proceed with steps 4 - 11. Otherwise, skip to Section 5.3 Financial Data Schedule.

FINANCIAL ASSESSMENT – PROGRAM SELECTION TAB (BOTTOM OF PAGE)

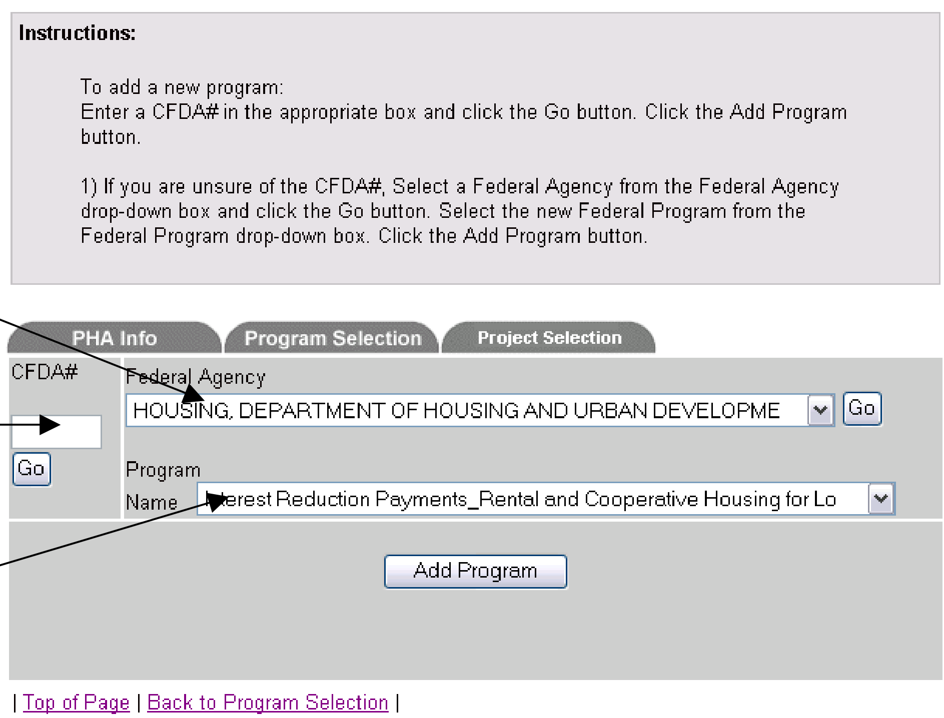


Click on the Add a Program link.

Step 4: At the bottom of the Program Selection tab of the PHA Info page, click on the Add a Program link to add program(s) not included in the list.

The **Add Program** page displays.

FINANCIAL ASSESSMENT – ADD PROGRAM PAGE



Federal Agency: Select a federal agency from the dropdown box.

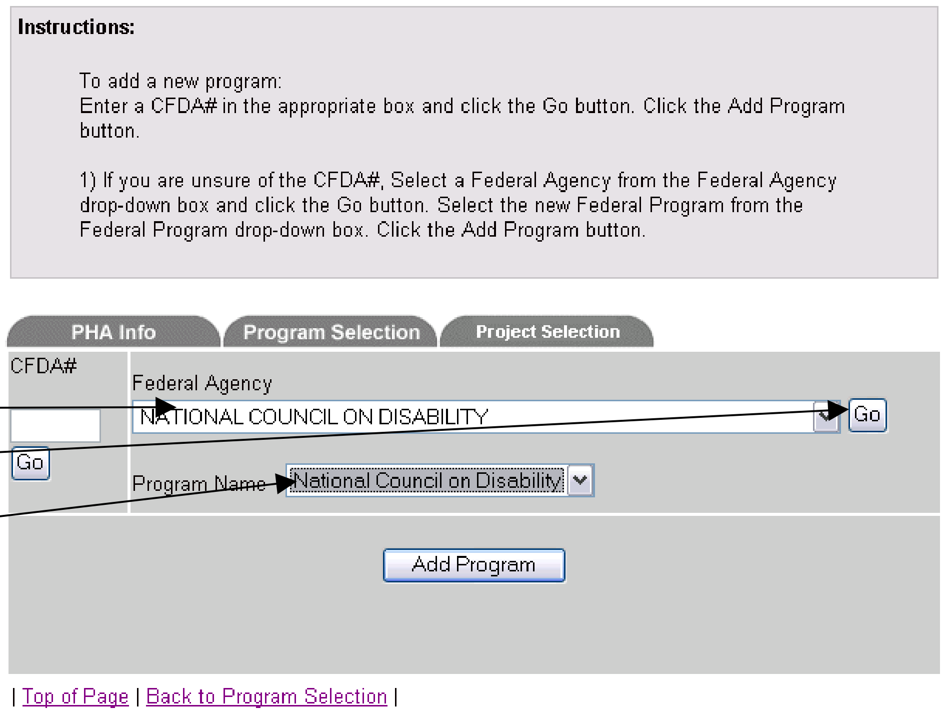
CFDA#: Enter CFDA number.

Program Name: Select a program from the dropdown box.

Step 5: If you know the *CFDA#* of the program you wish to add, enter it in the blank field, click the Go button, and skip to Step #8.

If you <u>do not</u> know the *CFDA#,* click on the Arrow button to the right of the *Federal Agency* field to view a list of federal agencies. If a specific federal agency is not listed in the dropdown, select Other Federal Programs, click on the Go button, and select Other Federal Program 1, 2 or 3 from the *Program Name* dropdown.

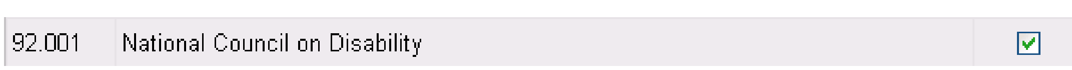
Select a Federal Agency from the dropdown and click the Go button. Then, select a Program Name from the second dropdown and click the Add Program pushbutton.



Step 6: Click on an agency to select it; then, click on the Go button. A list of programs displays in the *Program Name* field.

Step 7: Click on the drop-down menu to view a list of *Program Names*. Click on a program to select it.

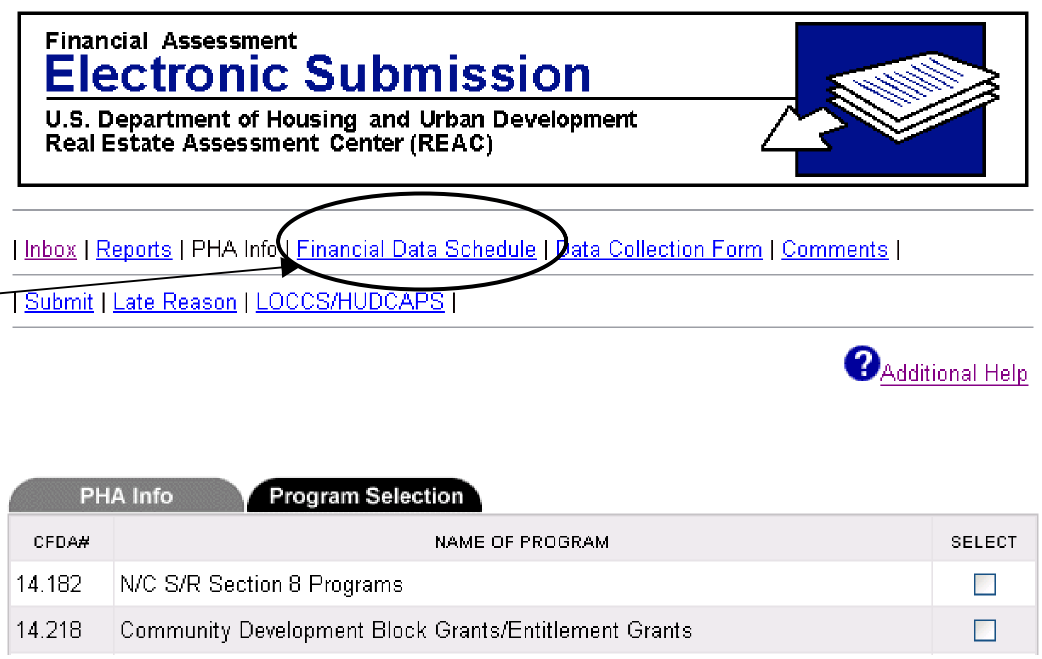
Step 8: Finally, click on the Add Program button to add the program and return to the **Program Selection** tab page. A checked box displays next to the new program indicating that it was automatically selected.



Step 9: Click on the Save button to save the data in the system. A confirmation message displays.

Step 10: Click on the OK button to save your data or the Cancel button to cancel.

Step 11: After selecting and saving all the applicable programs, click on the underlined Financial Data Schedule link at the top of the **PHA Info** page to continue to the **Financial Data Schedule** page.



Click on the Financial Data Schedule link.

5.3 Financial Data Schedule

The **Financial Data Schedule** page allows users to enter financial data for each of the programs selected on the PHA Info page. Use the scroll bar to view the entire page. The **Financial Data Schedule** page contains two tabs – the **Balance Sheet** tab and the **Revenue & Expense** tab. Users enter specific line item amounts in the fields on these two tabs.

Remember to save your entries frequently using the Save button at the bottom of the table. To change tabs, click on the tab at the top of the table, or click on the links at the bottom of the table.

FINANCIAL ASSESSMENT – FDS: BALANCE SHEET

Financial Assessment
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Comments |

| Submit | Late Reason | LOCCS/HUDCAPS |

Additional Help

Program:
Select the program for which you will be entering data.

Accounting Method:
Select the accounting method for the selected program.

SELECT A PROGRAM
Low Rent Public Housing
SELECT AN ACCOUNTING METHOD
Full Accrual - Post GASB 34 GO

Instructions:
Select a Program and Accounting Method. Then press the "GO" button to refresh the page. Click the Validate button to verify the data against the system business rules.

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133

Line Item # and Account Description:
Lists all line items.
Enter value for appropriate line items.
Note: This screen print displays a truncated version of the Balance Sheet due to limited space.

Balance Sheet | Revenue & Expense

LINE ITEM #	DESCRIPTION	VALUE	DETAILS
Assets	**Current Assets** **Cash:**		
111	Cash - Unrestricted	$	---
115	Cash - Restricted for Payment of Current Liabilities	$	---
112	Cash - Restricted - Modernization and Development	$	---
113	Cash - Other Restricted	$	---
114	Cash - Tenant Security Deposits	$	---
100	**Total Cash**	**$ 0**	---
	Receivables:		
121	Accounts Receivable - PHA Projects	$	---
122	Accounts Receivable - HUD Other Projects	$	---
124	Accounts Receivable - Other Government	$	---
125	Accounts Receivable - Miscellaneous	$	---
126	Accounts Receivable - Tenants - Dwelling Rents	$	---
** 126.1	Allowance for Doubtful Accounts - Dwelling Rents	$	---
** 126.2	Allowance for Doubtful Accounts - Other	$	---

Line Item #'s marked with an asterisk(s) are mandatory fields.

--
Entire FDS not shown.
--

LINE ITEM #	DESCRIPTION	VALUE	DETAILS
* 511.1	Restricted Net Assets	$	---
512	Undesignated Fund Balance/Retained Earnings	$	---
* 512.1	Unrestricted Net Assets	$	---
513	**Total Equity/Net Assets**	**$ 0**	---
600	**Total Liabilities and Equity/Net Assets**	**$ 0**	---

Pushbuttons:
- Save
- Reset
- Clear

Save Reset Clear

Mandatory fields and footnotes

* mandatory field
** Allowance accounts (126.1, 126.2, 128.1, and 143.1) are mandatory fields only if data has been reported in the corresponding asset account. Leasehold improvements and accumulated depreciation (165 and 166) are mandatory fields only if other fixed assets line items are reported. Zero is an acceptable value.

| Top of Page | Balance Sheet | Revenue & Expense |

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Comments |

| Submit | Late Reason | LOCCS/HUDCAPS |

Additional Help

| User Guide and System Documentation | Technical Assistance Center |

FINANCIAL ASSESSMENT – FDS: REVENUE & EXPENSE

Program:
Select the program for which you will be entering data.

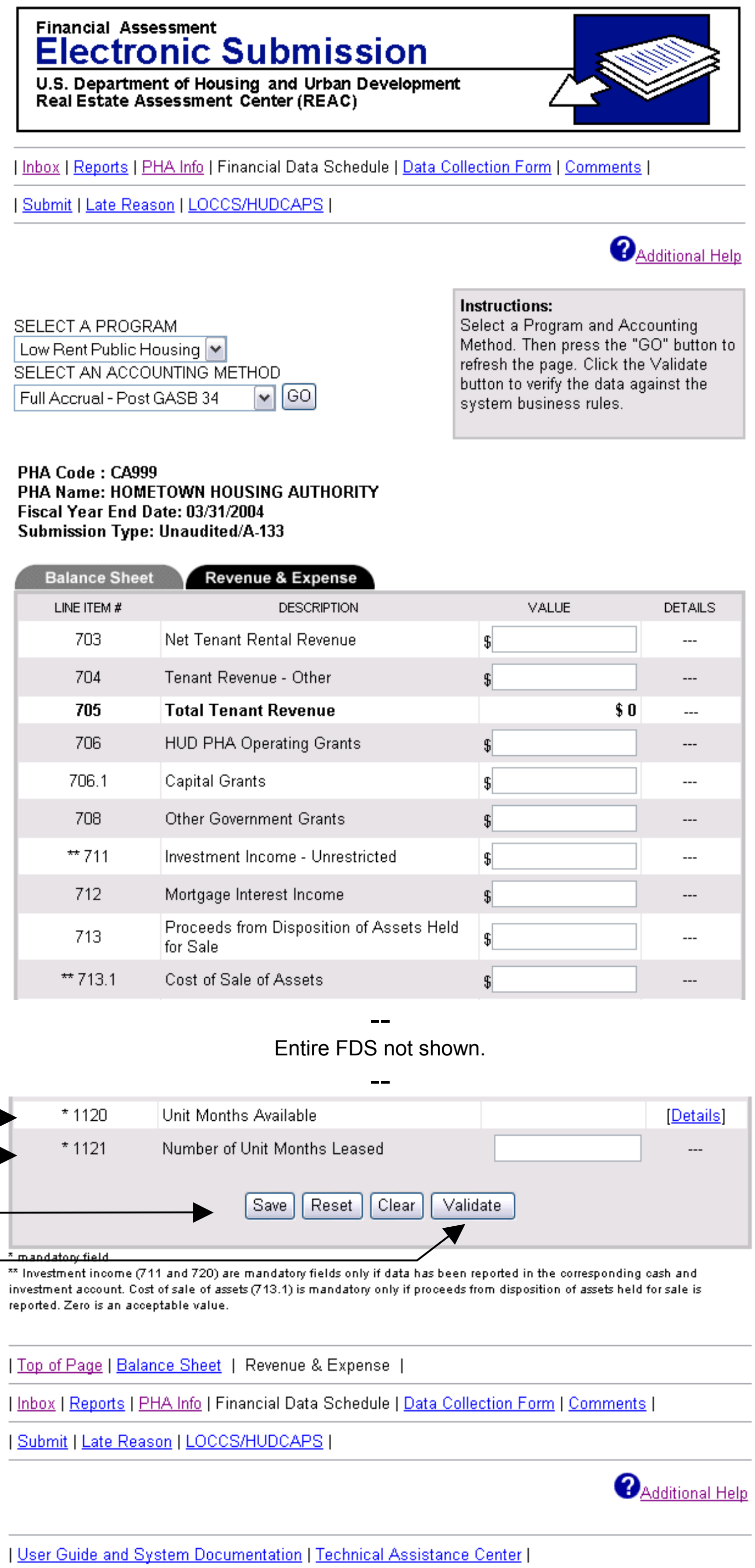
Accounting Method:
Select the accounting method for the selected program.

Line Item # and Account Description:
Lists all line items. Enter value for appropriate line items.

Line Items marked with an asterisk(s) are mandatory fields.

Save and Validate Button:
Must save and validate the FDS before submitting the data.

Mandatory field footnotes *FASS-PH Release 7.2.0.0*



Financial Assessment
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Comments |

| Submit | Late Reason | LOCCS/HUDCAPS |

Additional Help

SELECT A PROGRAM
Low Rent Public Housing
SELECT AN ACCOUNTING METHOD
Full Accrual - Post GASB 34 GO

Instructions:
Select a Program and Accounting Method. Then press the "GO" button to refresh the page. Click the Validate button to verify the data against the system business rules.

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133

Balance Sheet | Revenue & Expense

LINE ITEM #	DESCRIPTION	VALUE	DETAILS
703	Net Tenant Rental Revenue	$	---
704	Tenant Revenue - Other	$	---
705	**Total Tenant Revenue**	**$ 0**	---
706	HUD PHA Operating Grants	$	---
706.1	Capital Grants	$	---
708	Other Government Grants	$	---
** 711	Investment Income - Unrestricted	$	---
712	Mortgage Interest Income	$	---
713	Proceeds from Disposition of Assets Held for Sale	$	---
** 713.1	Cost of Sale of Assets	$	---

--
Entire FDS not shown.
--

* 1120	Unit Months Available		[Details]
* 1121	Number of Unit Months Leased		---

Save Reset Clear Validate

* mandatory field
** Investment income (711 and 720) are mandatory fields only if data has been reported in the corresponding cash and investment account. Cost of sale of assets (713.1) is mandatory only if proceeds from disposition of assets held for sale is reported. Zero is an acceptable value.

| Top of Page | Balance Sheet | Revenue & Expense |

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Comments |

| Submit | Late Reason | LOCCS/HUDCAPS |

Additional Help

| User Guide and System Documentation | Technical Assistance Center |

5.3.1 Balance Sheet

After the PHA User clicks on the Financial Data Schedule link, the Balance Sheet of the Financial Data Schedule will display.

The **Balance Sheet** tab lists specific line items for assets, liabilities, and equity. PHA Users must enter data in the fields. Mandatory fields depend upon the selected submission type, program, and accounting method.

Before PHA users enter values in the line items, they must **select a program** (if multiple programs were selected for the submission) and **select the corresponding accounting method.** The accounting method options include the following: 1) Modified Accrual – Pre GASB 34 2) Full Accrual – Pre GASB 34 and 3) Full Accrual – Post GASB 34. Once the program and accounting method have been selected, the user must **click the Go button.**

Some line items on the FDS have changed since previous releases. For more information on line items, please refer to the FDS Line Definitions and Crosswalk Guide.

When the FDS page is initially loaded, mandatory fields for the defaulted program (the first program alphabetically from the list of programs selected on the Program Selection page) and defaulted accounting method (Full Accrual-pre GASB 34 for submissions with FYEs of 06/30/00 and prior; Full Accrual-Post GASB 34 for submissions with FYEs of 09/30/00 and beyond), as well as new mandatory field footnotes are displayed.

Note: When the FDS and DCF pages are displayed, mandatory line items are identified with an asterisk(s).

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code:	CA999
Program:	Low Rent Public Housing
Accounting Method:	Full Accrual – Post GASB 34

Step 1: To begin the process for completing the FDS, select the desired program and accounting method as described below:

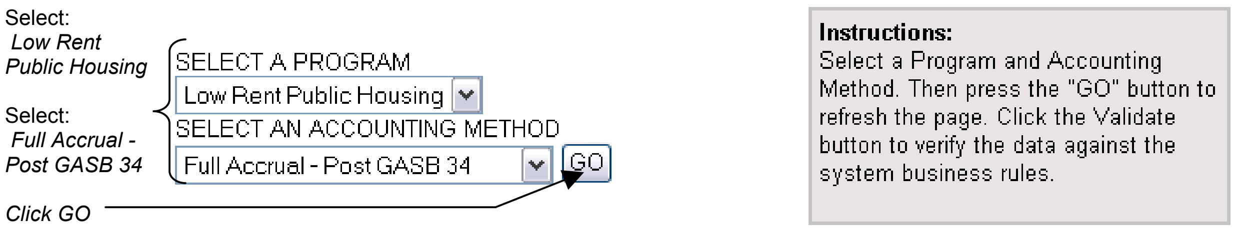
At the top of the Financial Data Schedule page, click on the Arrow button to the right of the ***Select a Program*** dropdown menu to view a list of programs. Click on the program name in the list to select it and create a data entry page for that program.

*Select **Low Rent Public Housing** from the Program dropdown.*

Step 2: Click on the arrow to the right of the **Accounting Method** dropdown menu to view list of accounting methods. Click on the method to select it.

*Select **Full Accrual - Post GASB 34** from the Accounting Method dropdown box.*

Click on the Go button.



Note: Once the Program and Accounting Method have been chosen and the Go button has been clicked, the page will be displayed with the mandatory line items identified with an asterisk(s). Mandatory fields will depend on the Program and Accounting Method selected. **It is important to select the program, select the accounting method, and click the Go button *before* entering data on the FDS.**

Step 3: At the **Balance Sheet** tab on the Financial Data Schedule page, enter each line item amount in the blank fields in the *Amount* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Amount* fields. The system will automatically format the commas upon clicking the Save pushbutton.

FINANCIAL ASSESSMENT – BALANCE SHEET (ALL DATA IS FICTITIOUS TEST DATA)

Balance Sheet | Revenue & Expense

Values have been entered for the balance sheet line items.

LINE ITEM #	DESCRIPTION	VALUE	DETAILS
Assets	**Current Assets** **Cash:**		
111	Cash - Unrestricted	$ 15,000	---
115	Cash - Restricted for Payment of Current Liabilities	$ 5,200	---
112	Cash - Restricted - Modernization and Development	$	---
113	Cash - Other Restricted	$	---
114	Cash - Tenant Security Deposits	$ 6,000	---
100	**Total Cash**	**$ 26,200**	---

BALANCE SHEET SAVE, RESET AND CLEAR BUTTONS

Step 4:

Save | Reset | Clear

Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the Reset button to reset all entries to the last saved state, if necessary.

Use the Clear button to clear all the fields on the page to blank

Step 5: Some FDS line item requires the user to enter detailed information on the Financial Breakdown Form. For selected line items, the Financial Breakdown Form can be accessed by clicking on the line item details link.

New details links that become effective for the 9/30/2006 fiscal year end and beyond

125	Accounts Receivable - Miscellaneous			[Details]
171	Notes, Loans, & Mortgages Receivable - Non Current			[Details]
172	Notes, Loans, & Mortgages Receivable - Non Current - Past Due			[Details]
174	Other Assets			[Details]
176	Investments in Joint Ventures			[Details]
348	Loan Liability - Current			[Details]
355	Loan Liability - Non Current			[Details]

For Fiscal Year End 9/30/2006 and beyond, line items 125, 171, 172, 174, 176, 348 and 355 will have new details link on the balance sheet. The above details link will become active for the following programs: Low Rent Public Housing, Business Activities, Development, Public Housing Capital Funds, Public Housing Comprehensive Grant Program, Revitalization of Severely Distressed Public Housing and Home Investment Partnership Program.

To enter information in the details page, click on the details link.
A "Save Your Work" reminder message will appear.

Click on the OK button to continue or click on the Cancel button to close the message box and save your work before continuing.
The appropriate details page displays. In this example, the Accounts Receivable – Miscellaneous page displays.

Account Details [Back to Balance Sheet]

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
125-010	Not For Profit	$
125-020	Partnership	$
125-030	Joint Venture	$
125-040	Tax Credit	$
125-050	Other	$
	Total Amount	$0

Save Reset Clear

Enter any detail amount. If you enter an amount for the line items, corresponding descriptions are required. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the Amount fields. The system will automatically format the commas after clicking the Save pushbutton.

Click on the Save button to save the data in the system. The sum of the line items entered will be displayed in the Total field.

Use the Reset button to reset all entries to the last saved state, if necessary.
Use the Clear button to clear all the fields on the page.

Step 6: Click on the **Revenue & Expense** tab at the top of the table or the Revenue & Expense link at the bottom of the table to continue to the **Revenue & Expense** tab.

5.3.2 Revenue & Expense

After the PHA user clicks on the Revenue & Expense tab or Revenue & Expense link, the Revenue & Expense page of the Financial Data Schedule will display.

The **Revenue & Expense** tab lists specific line items for revenues and expenses. PHA users enter financial data in the blank fields. Some line items pertaining to grant programs have underlined [Details] links to additional pages requesting more information. Be advised that specific detail links vary depending on the programs selected when you created your submission. Frequently used grant programs include:

- 14.850b - Development
- 14.859 - Public Housing Comprehensive Grant Program
- 14.866 - Revitalizations of Severely Distressed Public Housing
- 14.854 - PIH Drug Elimination Program
- 14.853 - Public Housing - Tenant Opportunities Program
- 14.858 - Hope I
- 14.860 - Head Start Public Housing Early Childhood/Development Demonstration
- 14.861 - PIH - Family Investment Centers Program
- 14.863 - PIH - Youth Sports Program
- 14.864 - Economic Development and Supportive Services Program
- 14.868 - New Approach Anti- Drug Grants
- 14.872 - Public Housing Capital Fund Program

Step 1: At the **Revenue & Expense** tab on the Financial Data Schedule page, enter each line item amount in the blank fields in the *Amount* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Amount* fields. The system will automatically format the commas upon clicking the Save pushbutton.

Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last saved state, if necessary.
- Use the Clear button to clear all the fields on the page to blank.

FINANCIAL ASSESSMENT – REVENUE & EXPENSE (ALL DATA IS FICTITIOUS TEST DATA)

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133

Balance Sheet | Revenue & Expense

Values have been entered for the revenue and expense line items.

Mandatory Field

LINE ITEM #	DESCRIPTION	VALUE	DETAILS
703	Net Tenant Rental Revenue	$ 85,000	---
704	Tenant Revenue - Other	$ 13,000	---
705	**Total Tenant Revenue**	**$ 98,000**	---
706	HUD PHA Operating Grants	$ 55,000	---
706.1	Capital Grants	$	---
708	Other Government Grants	$ 1,300	---
** 711	Investment Income - Unrestricted	$ 5,000	---

Note

Some program line items require users to provide additional account details. For example:

- Line item 706 details page is required for Section 8 programs only. Starting fiscal year 9/30/2006 for the Housing Choice Voucher program only, the detail line item names will change.

Example of a Housing Choice Voucher line item 706 details link

703	Net Tenant Rental Revenue	$	---
704	Tenant Revenue - Other	$	---
705	**Total Tenant Revenue**	**$ 0**	---
* 706	HUD PHA Operating Grants		[Details]
706.1	Capital Grants	$	---

To enter information on Line Item 706 Details page, click on the details link. See illustration above.

The save reminder message appears

Click on the 

button to continue or click on the 

button to close the message box and save your work before continuing. Line item 706 – HUD PHA Grants page displays.

Note

Line Item 706 Details page for the Housing Choice Voucher program effective fiscal year 9/30/2006 and beyond

Account Details [Back to Revenue & Expense]

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
* 706-010	Housing Assistance Payment Revenues	$ 1
* 706-020	Administrative Fees Revenues	$ 1
* 706-030	Hard-to-House Fees Revenues	$ 1
* 706-040	Independent Public Accountant Cost	$ 1
* 706-050	Total Preliminary Fees Earned	$ 1
* 706-055	Excess Interest Earned on Excess Funds	$ 31
	Total Funds Required	$36
706-060	Admin Fee Calculation Description	

Save | Reset | Clear

* mandatory field

- For fiscal year end 9/30/2006 and beyond, line items 711, 714 and 720 details link become active for the Housing Choice Voucher program.

711	Investment Income - Unrestricted	$ 12	[Details]
714	Fraud Recovery		[Details]
720	Investment Income - Restricted		[Details]

To enter information in the details page, click on the details link. A “Save Your Work” reminder message will appear.

Line Item 711 details page for the Housing Choice Voucher program effective fiscal year 9/30/2006 and beyond

Account Details [Back to Revenue & Expense]

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
711-010	Investment Income Unrestricted- Housing Assistance Payments	$ 6
711-020	Investment Income Unrestricted- Administrative Fees	$ 6
	Total Amount	$12

Save | Reset | Clear

- Line item 913 and 1003 for Fiscal Year End 9/30/2006 and beyond become active for the following programs: Low Rent Public Housing, Business Activities, Development, Public Housing Capital Funds, Public Housing Comprehensive Grant Program, Revitalization of Severely Distressed Public Housing and Home Investment Partnership Program.

913	Outside Management Fees		[Details]
1003	Operating Transfers from/to Primary Government		[Details]

To enter data for the fiscal year 9/30/2006 and beyond click on the line item 913 link. The Outside Management Fee details page appear.

Program #: 14.850b - Development
Line Item #: 913 - Outside Management Fees

Account Details | Back to Revenue & Expense

DESCRIPTION	AMOUNT	DETAILS
Fiscal Year 2006	$0	[Details]
Fiscal Year 2005	$	
Fiscal Year 2004	$	
Fiscal Year 2003	$	
Fiscal Year 2002	$	
Prior Years	$	
Total	$0	

Save Reset Clear

Then click on the link that appears for Fiscal Year 2006 and beyond. Line item 913 Fiscal Year Breakdown form appears.

For Fiscal Year 2006 and beyond, a details link appears. Click on the detail link to go to line item 913 Financial Breakdown form.

Fiscal Year 9/30/2006 and beyond financial breakdown form

Account Details [Back to Previous Screen]

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
913-010	Not For Profit	$
913-020	Partnership	$
913-030	Joint Venture	$
913-040	Tax Credit	$
913-050	Other	$
	Total Amount	$0

Save Reset Clear

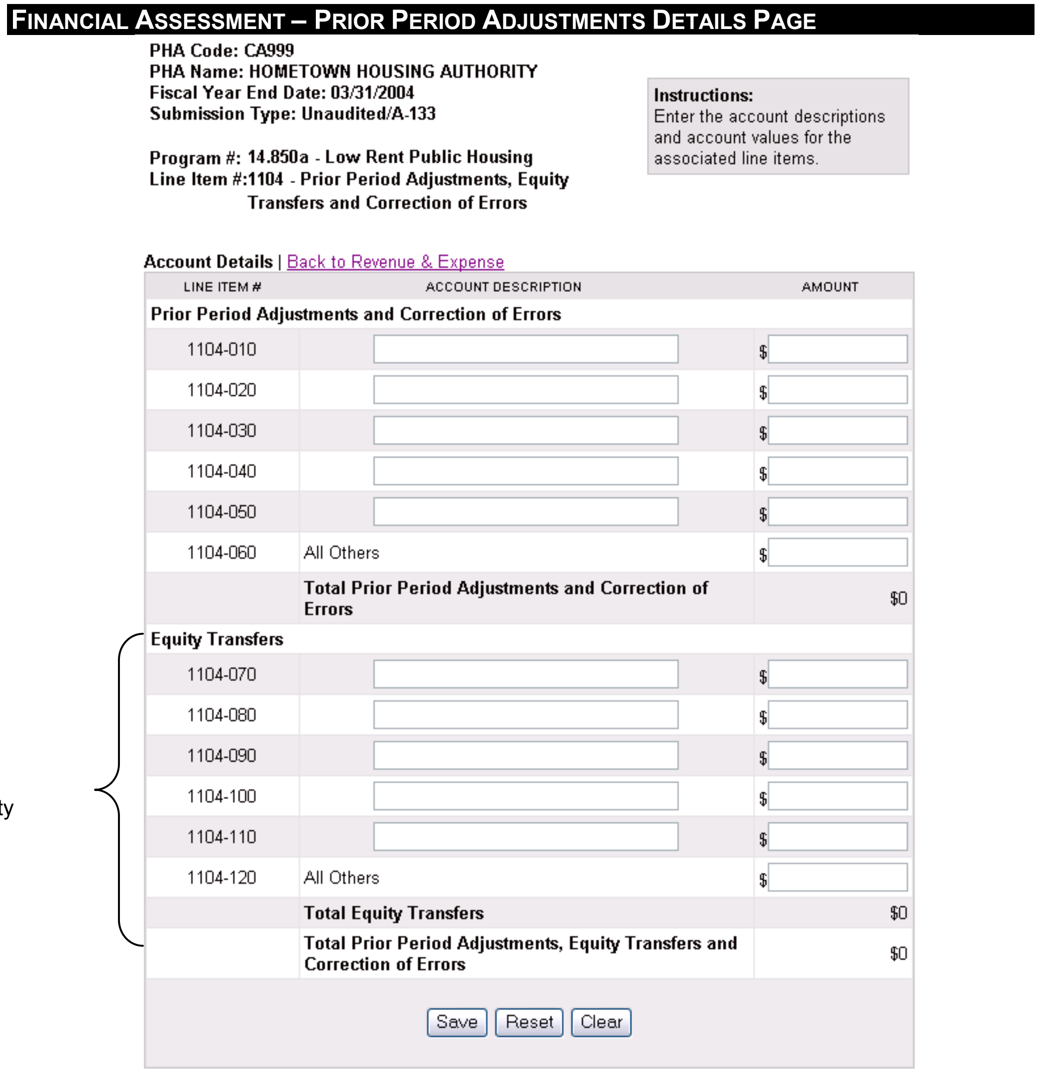
- Line item 1104 details page is available for all programs.
- Line item 1120 details page is required for Low Rent Public Housing program.
- Certain line items have details pages for Grants programs.

Some program line items are populated with information in the PIH-REAC database. For example, line item 1103 Beginning Equity will display as read-only (non-editable field) with the ending equity of the previous year if an approved submission exists from the prior year. However, if a prior year approved submission does not exist for a PHA, line item 1103 Beginning Equity will be blank and users will have the ability to edit the field.

Click on the Details link for line 1104.

1104	Prior Period Adjustments, Equity Transfers and Correction of Errors		[Details]
1105	Changes in Compensated Absence Balance	$	---
1106	Changes in Contingent Liability Balance	$	---

Step 2: If you would like to record prior period adjustments, equity transfers or corrections of errors, click on the Details link in the *Details* column for line item 1104 – Prior Period Adjustments, Equity Transfers and Correction of Errors. A save reminder message displays.



FINANCIAL ASSESSMENT – PRIOR PERIOD ADJUSTMENTS DETAILS PAGE

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133

Program #: 14.850a - Low Rent Public Housing
Line Item #:1104 - Prior Period Adjustments, Equity Transfers and Correction of Errors

Instructions:
Enter the account descriptions and account values for the associated line items.

Account Details | Back to Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
Prior Period Adjustments and Correction of Errors		
1104-010		$
1104-020		$
1104-030		$
1104-040		$
1104-050		$
1104-060	All Others	$
	Total Prior Period Adjustments and Correction of Errors	$0
Equity Transfers		
1104-070		$
1104-080		$
1104-090		$
1104-100		$
1104-110		$
1104-120	All Others	$
	Total Equity Transfers	$0
	Total Prior Period Adjustments, Equity Transfers and Correction of Errors	$0

Save Reset Clear

Separate line items exist for recording equity transfers.

Step 4: Enter any adjustment amount and description. If you enter an amount for the line items, corresponding descriptions are required. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the Amount fields. The system will automatically format the commas after clicking the Save pushbutton.

Step 5: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last saved state, if necessary.
- Use the Clear button to clear all the fields on the page.

Step 6: Click on the Back to Revenue & Expense link to return to the **Revenue & Expense** tab.

Step 7: If you are reporting a Housing Choice Voucher program for fiscal year 9/30/2006 and beyond, line item 1117 and 1118 details links become active

1117	Administrative Fee Equity	$ 41	[Details]
1118	Housing Assistance Payments Equity	$ -349	[Details]

.

Click on the Details link in the *Details* column for line item 1117 or 1118 and the save reminder message displays.

Click on the OK button to continue, or click on the Cancel button to close the box and save your work before continuing. The appropriate Details page displays. See example of line item 1117 and 1118 detail page below.

FINANCIAL DATA SCHEDULE, REVENUE AND EXPENSE – ADMINISTRATIVE FEE EQUITY

1117-001 is a roll forward line item that get its value from 1117-003 in the previous submission.
1117-010: displays the summation of Line Items 706-020, 706-050, and 706-055.
1117-020: displays Line Items 706-030.
1117-030: displays Line Items 706-040 value.
1117-040: displays the summation of Line Items 711-020 and 720-020.
1117-045: displays Line Items 714-020.

Account Details [Back to Revenue & Expense]

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
*1117-001	Administrative Fee Equity- Beginning Balance	$ 2
1117-010	Administrative Fee Revenue	$ 33
1117-020	Hard to House Fee Revenue	$ 1
1117-030	Audit Costs	$ 1
1117-040	Investment Income	$ 6
1117-045	Fraud Recovery Revenue	$ 0
1117-050	Other Revenue	$ 6
1117-051	Comment for Other Revenue	

If line item 1117-050 have a value

Line item 1117-051 must have a value

Note: This is a partial screen for line item 1117 details link page. See illustration below for the remaining screen for line item 1117 details link page.

REMAINING SCREEN FOR LINE ITEM 1117 DETAILS LINK

1117-060: displays the summation of Line Items 1117-010, 1117-020 and 1117-030, 1117-040, 1117-045 and 1117-050.

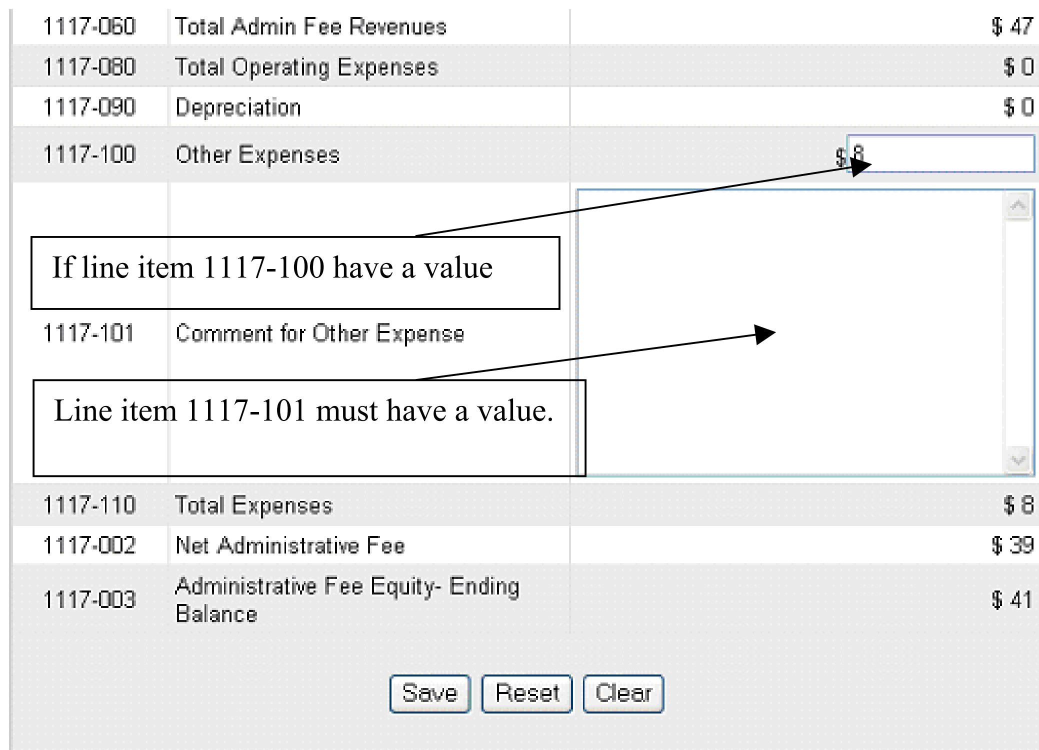
1117-080: displays Line Items 969.

1117-090: displays Line Items 974 value.

1117-110: displays the summation of Line Items 1117-080, 1117-090 and 1117-100.

1117-002: displays the difference of Line Items 1117-060 and 1117-110.

1117-003: displays the summation of Line Items 1117-001 and 1117-002.



*Administrative Fee Equity- Beginning Balance (1117-001) is a mandatory and editable field only if data has not been reported in the previous year submission.

FINANCIAL DATA SCHEDULE, REVENUE AND EXPENSE – HOUSING ASSISTANCE PAYMENTS EQUITY

1118-001: displays the value of the previous year 1118-003 if exist.
1118-010: displays Line Item 706-010.
1118-015: displays line item 714-010.

118-025: displays the sum of line item 711-010 and 720-010.
1118-030: displays the sum of line item 1118-010, 1118-015, 1118-020 and 1118-025.
1118-080: displays the value of line item 973.

1118-100: displays the sum of 1118-080 and 1118-090.
1118-002: displays the difference of line items 1118-030 and 1118-100.
1118-003: displays the sum of line items 1118-001 and 1118-002.

Account Details [Back to Revenue & Expense]

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
*1118-001	Housing Assistance Payments Equity - Begining Balance	$ 76
1118-010	Housing Assistance Payment Revenues	$ 1
1118-015	Fraud Recovery Revenue	$ 0
1118-020	Other Revenue	$ 234
1118-021	Comment for Other Revenue	
1118-025	Investment Income	$ 6
1118-030	Total Housing Assistance Payments Revenues	$ 241
1118-080	Housing Assistance Payments	$ 0
1118-090	Other Expenses	$ 666
1118-091	Comment for Other Expense	
1118-100	Total Housing Assistance Payments Expenses	$ 666
1118-002	Net Housing Assistance Payments	$ -425
1118-003	Housing Assistance Payments Equity- Ending Balance	$ -349

If line item 1118-020 has a value

Line item 1118-021 must have a value

If line item 1118-090 have a value

Line item 1118-091 must have a value

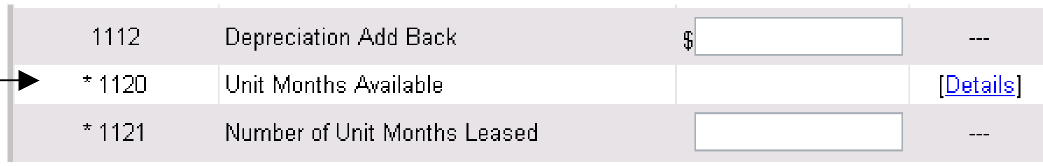
Save Reset Clear

*Housing Assistance Payments Equity - Begining Balance (1118-001) is a mandatory and editable field only if data has not been reported in the previous year submission.

Step 8: If you are reporting a Low Rent Public Housing program, line item 1120 Details is a mandatory field.

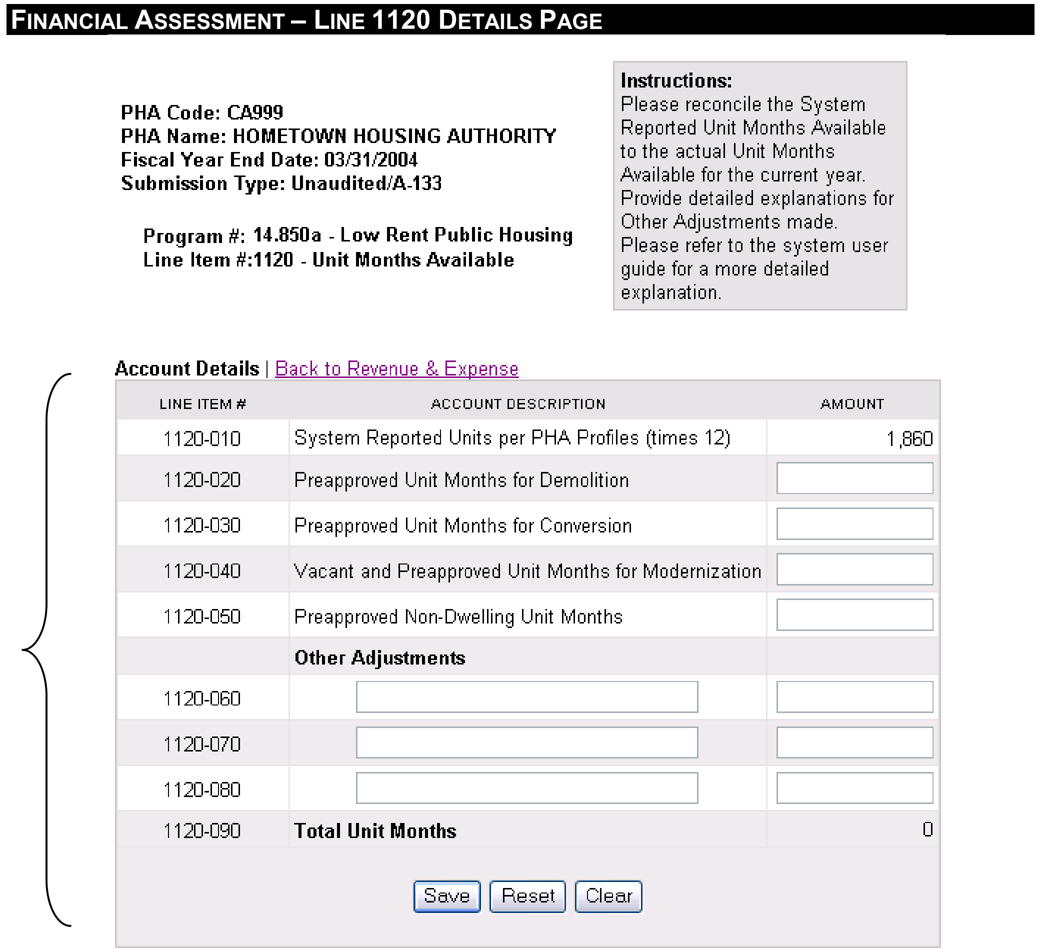
Click on the <u>Details</u> link in the *Details* column for line item 1120 – Unit Months Available. A save reminder message displays.

Click on the <u>Details</u> link for line 1120.



Step 9: Click on the OK button to continue, or click on the Cancel button to close the box and save your work before continuing. The appropriate Details page displays. In this example, the **Account Details** page displays.

1120 Details page is required for Low Rent programs only. Enter any adjustments.



FINANCIAL ASSESSMENT – LINE 1120 DETAILS PAGE

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133

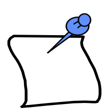
Program #: 14.850a - Low Rent Public Housing
Line Item #:1120 - Unit Months Available

Instructions:
Please reconcile the System Reported Unit Months Available to the actual Unit Months Available for the current year. Provide detailed explanations for Other Adjustments made. Please refer to the system user guide for a more detailed explanation.

Account Details | Back to Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
1120-010	System Reported Units per PHA Profiles (times 12)	1,860
1120-020	Preapproved Unit Months for Demolition	
1120-030	Preapproved Unit Months for Conversion	
1120-040	Vacant and Preapproved Unit Months for Modernization	
1120-050	Preapproved Non-Dwelling Unit Months	
	Other Adjustments	
1120-060		
1120-070		
1120-080		
1120-090	**Total Unit Months**	0

Save Reset Clear



Note

Line item 1120-010 on Account Details page is populated with the system reported units from the REAC database. This value is the sum of unit count for Low Rent projects for the designated PHA, multiplied by 12 (number of months in a year). PHAs can make upward or downward adjustments to the unit months amount by entering adjustments on this details page.

Step 10: Enter any unit month adjustment amount and description. If you enter an amount for line item 1120-060, 1120-070 or 1120-080, corresponding descriptions are required. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the Amount fields.

Step 11: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last saved state, if necessary.
- Use the Clear button to clear all the fields on the page.

Step 12: Click on the <u>Back to Revenue & Expense</u> link to return to the **Revenue & Expense** tab.

Step 13: For Grants Programs, selected line items require entry of values on the corresponding details page.

Click on the <u>Details</u> link in the *Details* column for line item 931 – Water. A save reminder message displays.

Click on the <u>Details</u> link for line 931.

931	Water		[Details]
932	Electricity		[Details]
933	Gas		[Details]
934	Fuel		[Details]
935	Labor		[Details]
937	Employee Benefit Contributions - Utilities		[Details]
938	Other Utilities Expense		[Details]

Step 14: Click on the OK button to continue, or click on the Cancel button to close the box and save your work before continuing. The appropriate Details page displays. In this example, the **Account Details** page displays.

FINANCIAL ASSESSMENT – LINE 913 DETAILS PAGE (GRANTS PROGRAMS)

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133

Instructions:
Enter the account details for the associated line item.

Program #: 14.850b - Development
Line Item #:931 - Water

Account Details | Back to Revenue & Expense

DESCRIPTION	AMOUNT
Fiscal Year 2004	$
Fiscal Year 2003	$
Fiscal Year 2002	$
Fiscal Year 2001	$
Fiscal Year 2000	$
Prior Years	$
Total	$0

Save Reset Clear

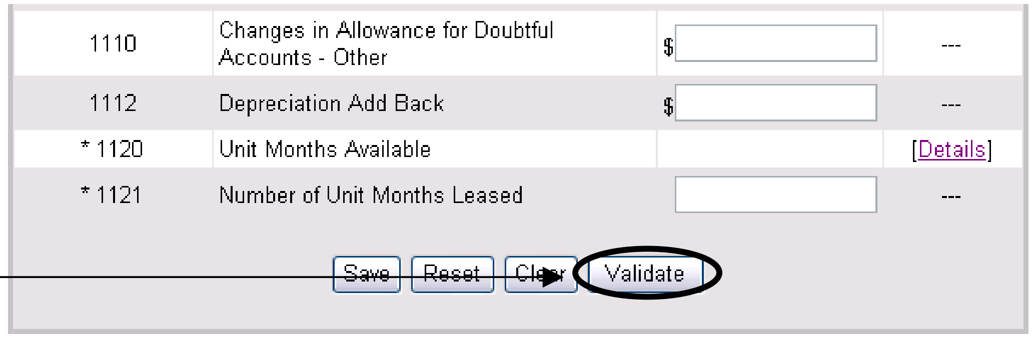
Step 15: The revenue and expense details page for Grants programs contain line items for the current fiscal year, the 4 prior fiscal years, as well as a line item for all other prior years. Enter the revenue/expense amounts **per fiscal year**. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the Amount fields. If you are unsure how to break out the amounts across multiple fiscal years, please consult with your fee accountant or your FASS-PH Financial Analyst.

Step 16: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last saved state, if necessary.
- Use the Clear button to clear all the fields on the page.

Step 17: Click on the Back to Revenue & Expense link to return to the **Revenue & Expense** tab.

Step 18: After completing all the fields on the Revenue & Expense page and associated details pages, click on the Validate button.



Click the Validate button to check the data against system business rules and edit flags.

A validate confirmation message displays.

Note

Remember to save your data on both the Balance Sheet and Revenue & Expense tabs before clicking the Validate button.

Step 19: Click on the OK button to continue.

The validation process performs two actions:

- It validates the data against system business rules.
- It validates the data against pre-programmed 'edit flags.'

It is important to distinguish these two actions. All identified business rule errors must be corrected prior to continuing to the next program; however, any identified edit flags do not need to be corrected. **Business rules errors are mandatory, and edit flags are optional.** If you need to record a comment regarding one or more identified edit flags, click the Comments link at the top of bottom of the Revenue & Expense page.

One of the following types of messages will appear when clicking the Validate button.

FINANCIAL ASSESSMENT – VALIDATION PAGE WITH ERRORS AND WITHOUT EDIT FLAGS

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133
Program: Low Rent Public Housing

Please use your Browser Back button to return to the previous screen.

Please correct the errors listed in the table below. These errors must be corrected prior to submission.

Business rule errors are identified. These must be corrected before submitting your data.

ACCOUNT NUMBER	ERROR MESSAGE
1102	If you have selected full accrual (pre or post GASB 34) as the accounting method, you must enter a value in line item 1102 - Debt Principal Payment -- Enterprise Funds. Zero is an acceptable value. Please enter a valid value for line item 1102 for program name Low Rent Public Housing
513	The value entered in Ending Equity (line item 513) on the Balance Sheet does not equal the sum of the following Revenue & Expense Statement items: Excess (Deficiency) of Operating Revenue Over (Under) Expenses (line item 1000), Beginning Equity (line item 1103), Prior Period Adjustments (line item 1104). Please validate the Equity Roll-forward by verifying that amounts entered in line items 513, 1000, 1103 and 1104 are correct for program name Low Rent Public Housing

No edit flags were identified for the program.

No edit flags were generated against this Program.

User Guide and System Documentation | Technical Assistance Center

FINANCIAL ASSESSMENT – VALIDATION PAGE WITH ERRORS AND WITH EDIT FLAGS

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133
Program: Low Rent Public Housing

Please use your Browser Back button to return to the previous screen.

Please correct the errors listed in the table below. These errors must be corrected prior to submission.

Business rule errors are identified. These must be corrected before submitting your data.

ACCOUNT NUMBER	ERROR MESSAGE
190	The value entered for Total Assets (line item 190) does not equal to the value entered for Total Liabilities and Equity (line item 600). Please verify the amounts entered for line items 190 and 600 for program name Low Rent Public Housing
1102	If you have selected full accrual (pre or post GASB 34) as the accounting method, you must enter a value in line item 1102 - Debt Principal Payment -- Enterprise Funds. Zero is an acceptable value. Please enter a valid value for line item 1102 for program name Low Rent Public Housing
513	The value entered in Ending Equity (line item 513) on the Balance Sheet does not equal the sum of the following Revenue & Expense Statement items: Excess (Deficiency) of Operating Revenue Over (Under) Expenses (line item 1000), Beginning Equity (line item 1103), Prior Period Adjustments (line item 1104). Please validate the Equity Roll-forward by verifying that amounts entered in line items 513, 1000, 1103 and 1104 are correct for program name Low Rent Public Housing

Edit flags were identified for the program. These do not need to be resolved before submitting your data.

The edit flags below were triggered based upon the submission data for this program. Please review these edit flags and adjust any data, if necessary. Use the submission's Comments page to record a comment relating to any of the edit flags. Correction of these edit flags is not required. This information is provided for review only.

ACCOUNT NUMBER	EDIT FLAG DESCRIPTION
112, 113, 115, 132 and 135	An amount exists on one or more restricted cash or restricted investment accounts. Please verify the amount(s) reported on lines 112, 113, 115, 132, and/or 135.
1120 and 1121	Please verify the amounts reported for unit months available (line 1120) and number of unit months leased (line 1121).

User Guide and System Documentation | Technical Assistance Center

FINANCIAL ASSESSMENT – VALIDATION PAGE WITHOUT ERRORS AND WITH EDIT FLAGS

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133
Program: Low Rent Public Housing

Please use your Browser Back button to return to the previous screen.

Business rule errors are not identified. The program was successfully validated. No further action is required for this program.

The Program Name Low Rent Public Housing has been validated successfully.

Edit flags were identified for the program. These do not need to be resolved before submitting your data.

The edit flags below were triggered based upon the submission data for this program. Please review these edit flags and adjust any data, if necessary. Use the submission's Comments page to record a comment relating to any of the edit flags. Correction of these edit flags is not required. This information is provided for review only.

ACCOUNT NUMBER	EDIT FLAG DESCRIPTION
1120 and 1121	Please verify the amounts reported for unit months available (line 1120) and number of unit months leased (line 1121).

User Guide and System Documentation | Technical Assistance Center

FINANCIAL ASSESSMENT – VALIDATION PAGE WITHOUT ERRORS AND WITHOUT EDIT FLAGS

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133
Program: Low Rent Public Housing

Please use your Browser Back button to return to the previous screen.

Business rule errors are not identified. The program was successfully validated. No further action is required for this program.

The Program Name Low Rent Public Housing has been validated successfully.

No edit flags were identified for the program.

No edit flags were generated against this Program.

User Guide and System Documentation | Technical Assistance Center

Note

All programs **must be successfully validated** before data can be submitted. A PHA only needs to resolve the identified business rule errors. Any identified edit flags do not need to be resolved prior to submission.

Step 20: If the program has been validated successfully, select the next federal program and corresponding accounting method using the following instructions:

At the top of the Financial Data Schedule page, click on the Arrow button to the right of the ***Select a Program*** dropdown menu to view a list of programs. Click on the program name in the list to select it.

Click on the arrow to the right of the **Accounting Method** dropdown menu to view list of accounting methods. Click on the accounting method to select it.

Click on the GO button.

Repeat the process for entering financial data on the Balance Sheet and Revenue & Expense tabs for each federal program under which the PHA receives funding.

Step 21: After completing the data entry on the Financial Data Schedule page, click on the Data Collection Form link at the top or bottom of the page to continue to the **Data Collection Form** page.

5.4 Data Collection Form (06/30/2004 and Beyond)

The **Data Collection Form** page allows users to enter general contact information and basic information about the PHA's financial statement. These pages are customized based on the submission type. Use the scroll bar to view the entire page. For unaudited submissions 6/30/2004 and beyond, the Data Collection Form page only includes the General Information Tab. For audited submissions 6/30/2004 and beyond the Data Collection Form includes the General Information tab, Financial Statements tab and the Federal Programs tab.

Remember to save your entries frequently on each tab using the Save button at the bottom of the table. To change tabs, click on the tab at the top of the table.

Please refer to **Appendix A: Business Rules** for mandatory field requirements.

5.4.1 General Information

After the PHA User clicks on the Data Collection Form link, the General Information tab of the Data Collection Form will display.

The **General Information** tab requests basic background information about the PHA, including fiscal year and audit information (if applicable). Users are required to enter/select data in the blank fields. For audited submissions, users must additionally enter their auditor's Unique IPA Identifier (UII). **If you do not know your auditor's UII, please contact your auditor.** As a reminder, the UII is a different number than your auditor's Secure Connection User ID.

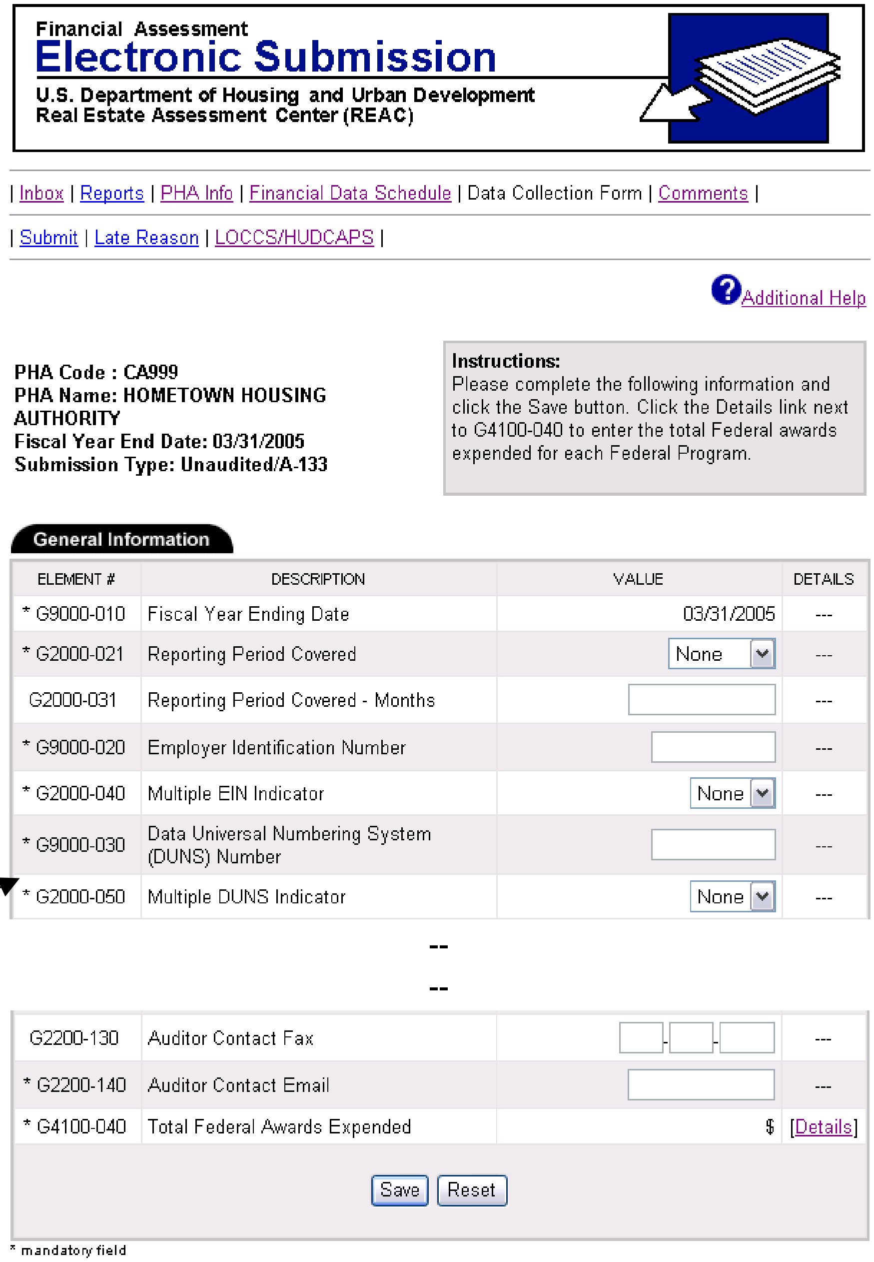
FINANCIAL ASSESSMENT – DCF: GENERAL INFORMATION (UNAUDITED)

Element # and Description:
List of all element numbers and corresponding descriptions. *varies for each submission type (A-133, Non A-133, or No Audit).

Value:
Enter or select appropriate data for each field.

This screen print displays a truncated version of the General Information page due to limited space.

Elements marked with asterisks are mandatory.



Financial Assessment
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Comments |

| Submit | Late Reason | LOCCS/HUDCAPS |

Additional Help

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Unaudited/A-133

Instructions:
Please complete the following information and click the Save button. Click the Details link next to G4100-040 to enter the total Federal awards expended for each Federal Program.

General Information

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G9000-010	Fiscal Year Ending Date	03/31/2005	---
* G2000-021	Reporting Period Covered	None	---
G2000-031	Reporting Period Covered - Months		---
* G9000-020	Employer Identification Number		---
* G2000-040	Multiple EIN Indicator	None	---
* G9000-030	Data Universal Numbering System (DUNS) Number		---
* G2000-050	Multiple DUNS Indicator	None	---

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--

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G2200-130	Auditor Contact Fax	- -	---
* G2200-140	Auditor Contact Email		---
* G4100-040	Total Federal Awards Expended	$	[Details]

Save Reset

* mandatory field

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code: CA999
Submission Type: Unaudited

Step 1: For the **General Information** tab on the **Data Collection Form** page, enter values for each *Element #* in the *Value* fields. Element #s with an asterisk are mandatory. Use the scroll bar to view the entire page, if necessary.

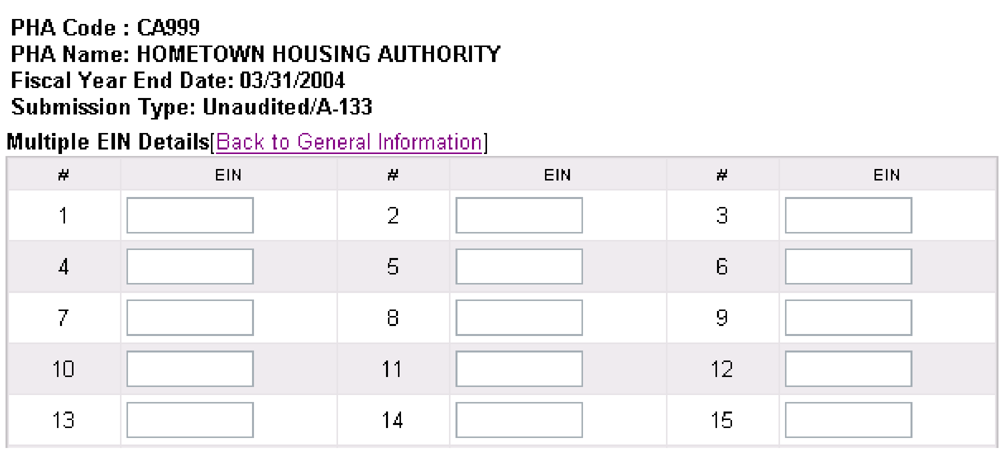
Step 2: Some *Value* fields have drop-down menus from which users select values. To select a value from a list, click on the Arrow button to the right of the *Value* field. A list of options displays. Click on an option to select it.

Step 3: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the Reset button to reset all entries to the last saved state, if necessary.

Note

If you selected 'Yes' for element #G2000-040 Multiple EIN Indicator, you will get a reminder message to enter detail items in the details page. Click OK then click on the Details link on the General information tab and provide the appropriate information.


PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133

Multiple EIN Details[Back to General Information]

#	EIN	#	EIN	#	EIN
1		2		3	
4		5		6	
7		8		9	
10		11		12	
13		14		15	

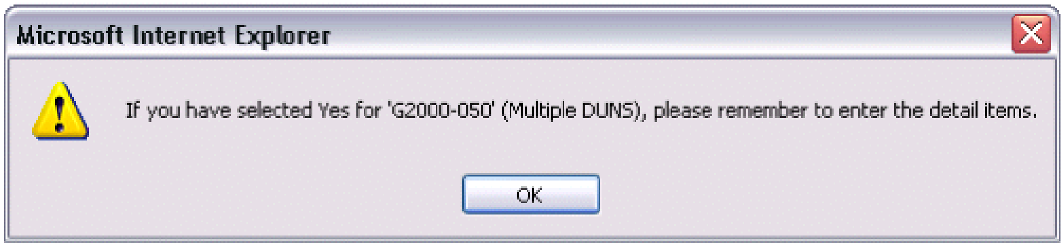
Enter appropriate EIN(s). You can enter up to 75 EINs.

Step 4: Once the Multiple EIN Details page has been completed, click on the Back to General Information link to return to the General Information tab.

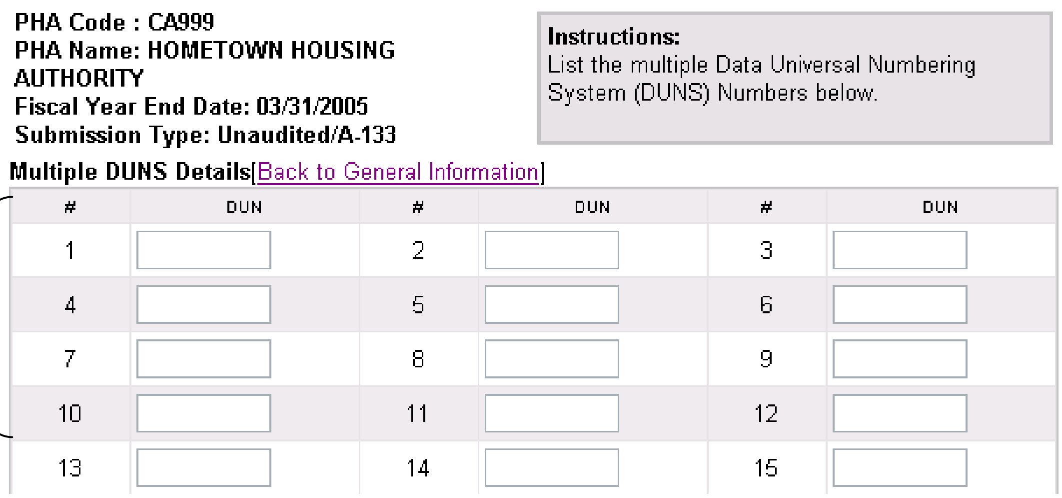
After completing the General Information tab, click on the **Financial Statements** tab name at the top of the table to continue to the Financial Statements tab page.

Note

If you selected 'Yes' for element #G2000-050 Multiple DUNS Indicator, you will get a reminder message to enter detail items in the details page. Click OK then click on the Details link on the General information tab and provide the appropriate information.



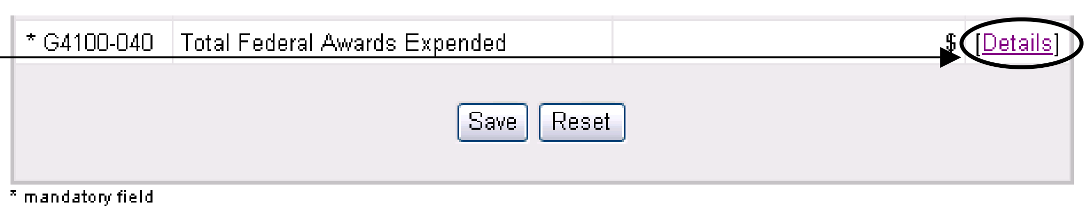
Enter appropriate EIN(s). You can enter up to 75 EINs.

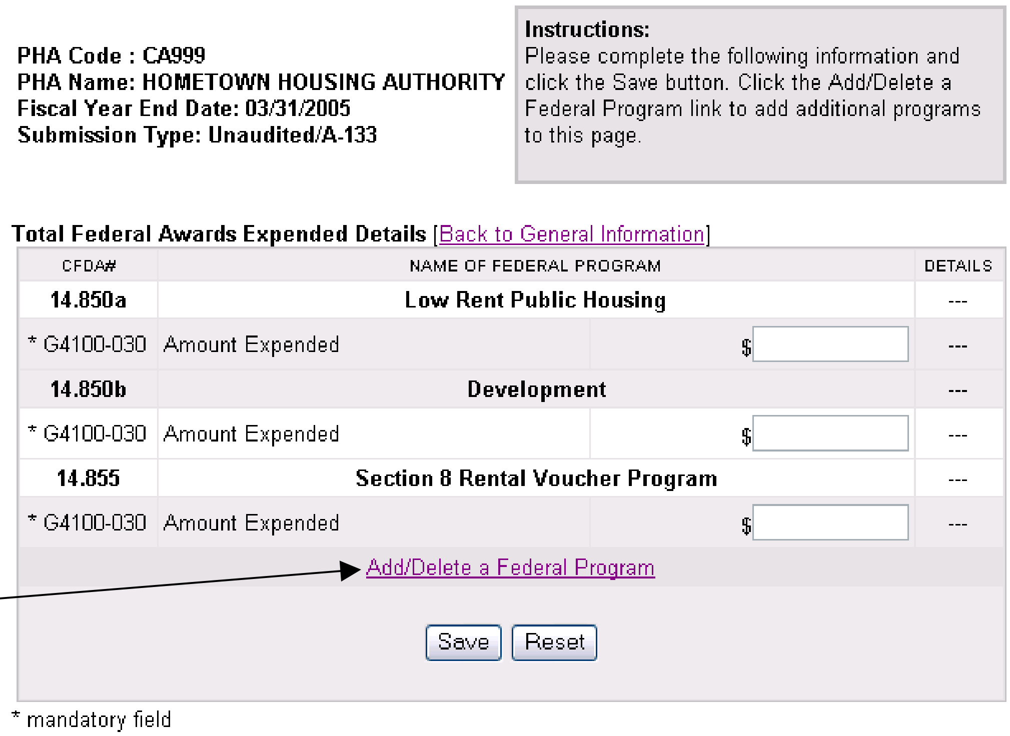


Step 5: Once the Multiple DUNS Details page has been completed, click on the Back to General Information link to return to the General Information tab.

Step 6: Total Federal Awards Expended Details allows users to enter information on a program by program basis for federal awards expended.
Click on the Details link for **Total Federal Awards Expended Details**. The Total Federal Awards Expended Details page displays.

Click on the Details link in order to complete the Total Federal Awards Expended Details





PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Unaudited/A-133

Instructions:
Please complete the following information and click the Save button. Click the Add/Delete a Federal Program link to add additional programs to this page.

Total Federal Awards Expended Details [Back to General Information]

CFDA#	NAME OF FEDERAL PROGRAM		DETAILS
14.850a	**Low Rent Public Housing**		---
* G4100-030	Amount Expended	$	---
14.850b	**Development**		---
* G4100-030	Amount Expended	$	---
14.855	**Section 8 Rental Voucher Program**		---
* G4100-030	Amount Expended	$	---

Add/Delete a Federal Program

Save Reset

* mandatory field

Add/Delete a Federal Program link

Note: FASS-PH has the Add/Delete a Federal Program link on the Total Federal Awards Expended Details page. This allows users to add additional Federal programs and the ability to delete programs that were unintentionally added. This functionality would be used if you need to include data for a Federal program on the Data Collection Form without including financial data on the Financial Data Schedule.

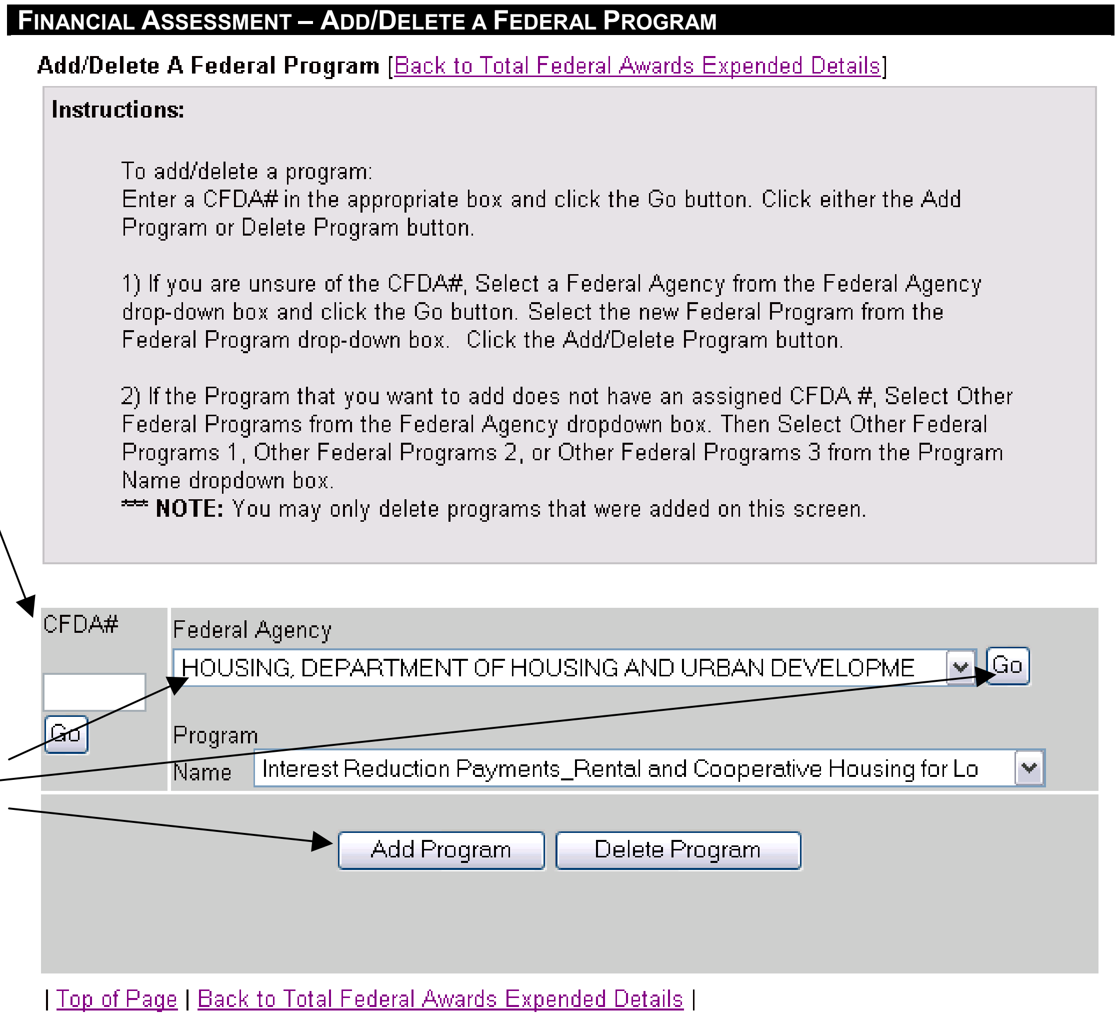
To Add/Delete a Federal Program:
Click on the Add/Delete a Federal Program link. The Add/Delete A Federal Program page is displayed.

If the CFDA# is known:

Enter the CFDA# and click GO.

If the CFDA# is not known:

Select the appropriate Federal Agency and click GO. Then, select the desired Program Name and click the Add Program pushbutton.



To Add a Federal Program:

If the CFDA# is not known:
For this example:

Select ***Library of Congress*** from the Federal Agency drop menu. Click [Go].
Select ***Adjustable Rate Mortgages*** from the Program Name drop down menu.

OR

If the CFDA# is known:
For this example:

Enter ***14.175*** in the CFDA# box and click on the [Go] button. The Add/Delete A Federal Program page will be refreshed with the appropriate Federal Agency and Program Name preselected.

Click on the [Add Program] button.

Note: An error message will be generated if a program being added is already on the Total Federal Awards Expended Details page.

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Unaudited/A-133

Instructions:
Please complete the following information and click the Save button. Click the Add/Delete a Federal Program link to add additional programs to this page.

Total Federal Awards Expended Details [Back to General Information]

Newly added Federal Program.

CFDA#	NAME OF FEDERAL PROGRAM		DETAILS
14.175	**Adjustable Rate Mortgages**		---
* G4100-030	Amount Expended	$	---
14.850a	**Low Rent Public Housing**		---
* G4100-030	Amount Expended	$	---
14.850b	**Development**		---
* G4100-030	Amount Expended	$	---
14.855	**Section 8 Rental Voucher Program**		---
* G4100-030	Amount Expended	$	---

Add/Delete a Federal Program

Save Reset

* mandatory field

To Delete a Federal Program:

If the CFDA# is not known:
For this example:

Select ***Library of Congress*** from the Federal Agency drop menu. Click Go.
Select ***Adjustable Rate Mortgages*** from the Program Name drop down menu.

OR

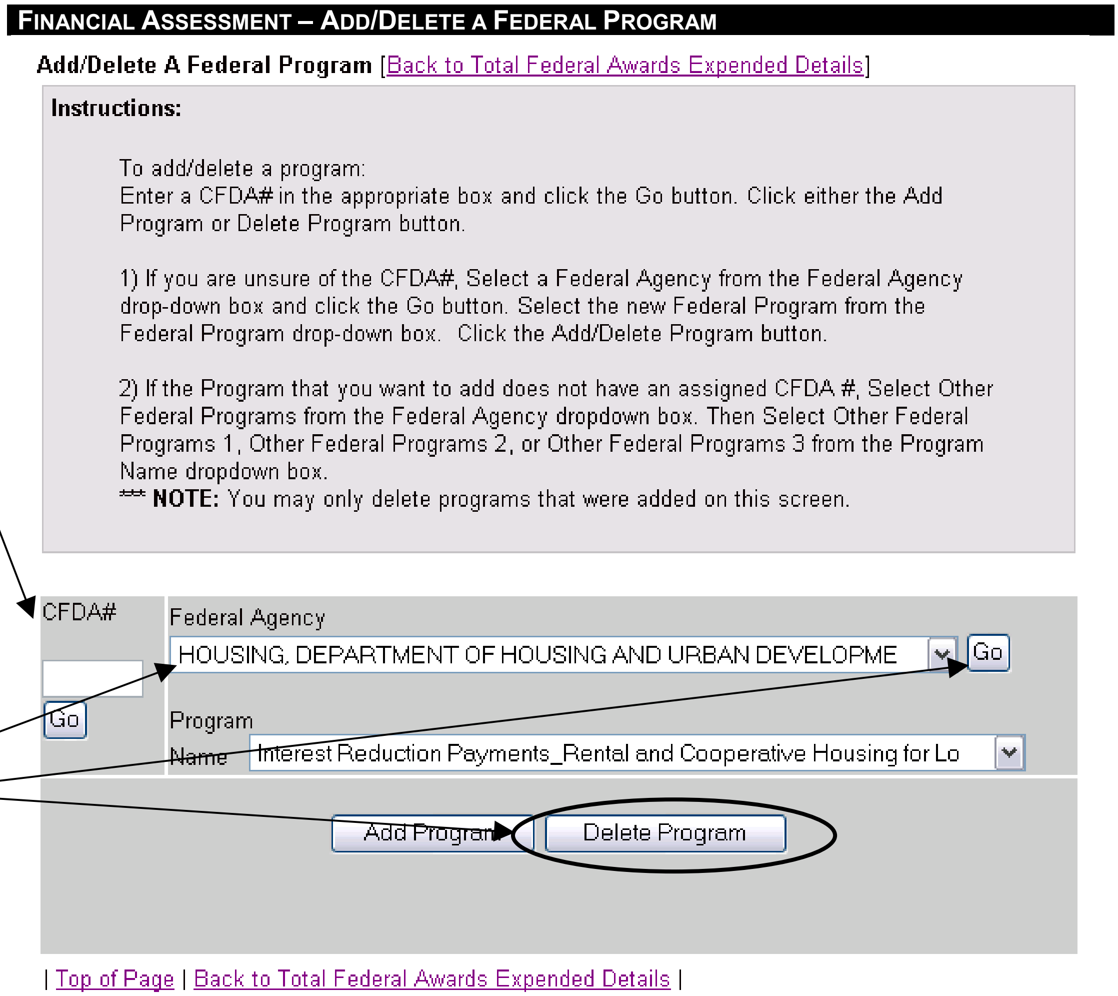
If the CFDA# is known:
For this example:

Enter ***14.175*** in the CFDA# box and click on the Go button. The Add/Delete A Federal Program page will be refreshed with the appropriate Federal Agency and Program Name preselected.

Click on the Delete Program button. The Total Federal Awards Expended Details page is displayed.

Note: A Federal Program cannot be deleted if it was not added via the Add/Delete a Federal Program page. An error message will be generated.

To delete a Federal Program not added via the Add/Delete a Federal Program Page, go to the PHA Info page and click on the Program Selection tab (refer to Section 5.2.2).



FINANCIAL ASSESSMENT – ADD/DELETE A FEDERAL PROGRAM

Add/Delete A Federal Program [Back to Total Federal Awards Expended Details]

Instructions:

To add/delete a program:
Enter a CFDA# in the appropriate box and click the Go button. Click either the Add Program or Delete Program button.

1) If you are unsure of the CFDA#, Select a Federal Agency from the Federal Agency drop-down box and click the Go button. Select the new Federal Program from the Federal Program drop-down box. Click the Add/Delete Program button.

2) If the Program that you want to add does not have an assigned CFDA #, Select Other Federal Programs from the Federal Agency dropdown box. Then Select Other Federal Programs 1, Other Federal Programs 2, or Other Federal Programs 3 from the Program Name dropdown box.
*** **NOTE:** You may only delete programs that were added on this screen.

CFDA#

Go

Federal Agency

HOUSING, DEPARTMENT OF HOUSING AND URBAN DEVELOPME

Go

Program Name

Interest Reduction Payments_Rental and Cooperative Housing for Lo

Add Program

Delete Program

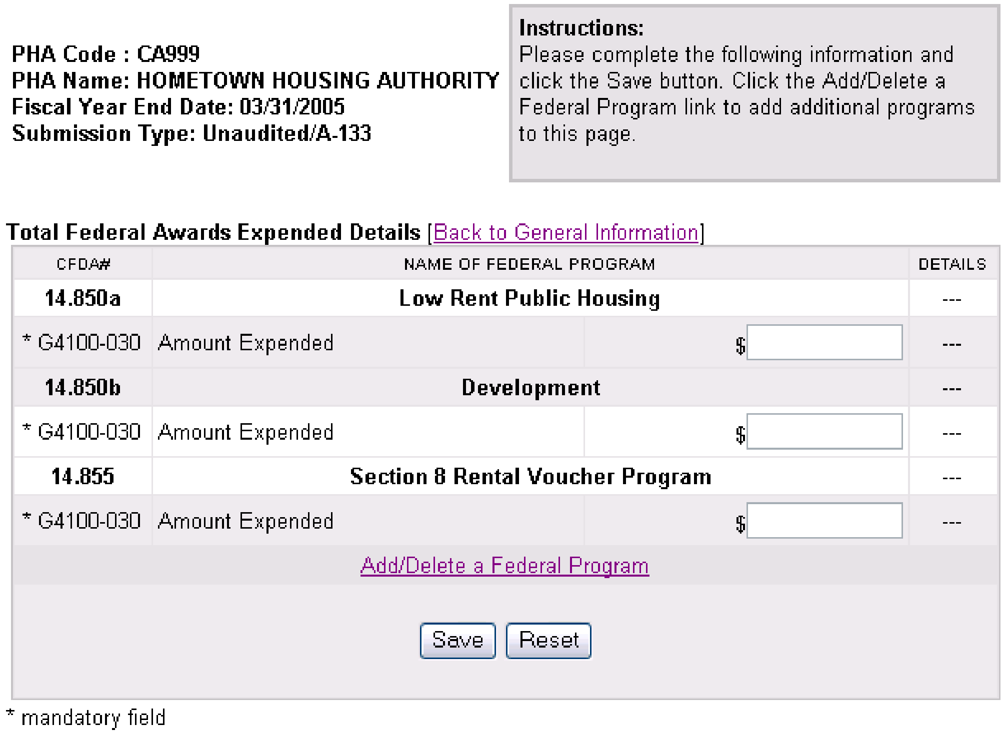
| Top of Page | Back to Total Federal Awards Expended Details |

If the CFDA# is known:

Enter the CFDA# and click GO.

If the CFDA# is not known:

Select the appropriate Federal Agency and click GO. Then, select the desired Program Name and click the Delete Program pushbutton.


PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Unaudited/A-133

Instructions:
Please complete the following information and click the Save button. Click the Add/Delete a Federal Program link to add additional programs to this page.

Total Federal Awards Expended Details [Back to General Information]

CFDA#	NAME OF FEDERAL PROGRAM		DETAILS
14.850a	**Low Rent Public Housing**		---
* G4100-030	Amount Expended	$	---
14.850b	**Development**		---
* G4100-030	Amount Expended	$	---
14.855	**Section 8 Rental Voucher Program**		---
* G4100-030	Amount Expended	$	---

Add/Delete a Federal Program

Save Reset

* mandatory field

Step 6: Click on the Back to General Information link to return to the General Information tab on the Data Collection Form page.

FINANCIAL ASSESSMENT – DCF: GENERAL INFORMATION (AUDITED)

Additional Help

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133

General Information | Financial Statements | Federal Programs

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G9000-010	Fiscal Year Ending Date	03/31/2005	---
* G2000-010	Type of Circular A-133 Audit	None	---
* G2000-020	Audit Period Covered	None	---
G2000-030	Audit Period Covered - Months		---
* G9000-020	Employer Identification Number		---
* G2000-040	Multiple EIN Indicator	None	---
* G9000-030	Data Universal Numbering System (DUNS) Number		---
* G2000-050	Multiple DUNS Indicator	None	---

Enter the appropriate Unique IPA Identifier (UII). Upon Save the corresponding UII Information

* G2200-005	UII		---
* G2200-010	Auditor Name		---
* G2200-020	Auditor Street Address Line 1		---
G2200-030	Auditor Street Address Line 2		---
* G2200-040	Auditor City		---
* G2200-050	Auditor State		---
* G2200-060	Auditor Zip Code		---
G2200-065	Auditor Zip Code Extension		---
* G2200-070	Auditor Contact First Name		---
G2200-080	Auditor Contact Middle Initial		---
* G2200-090	Auditor Contact Last Name		---
* G2200-100	Auditor Contact Title		---
* G2200-110	Auditor Contact Telephone		---
G2200-120	Auditor Contact Extension		---
G2200-130	Auditor Contact Fax		---
* G2200-140	Auditor Contact Email		---

Save | Reset

* mandatory field

5.4.2 Financial Statements

The **Financial Statements** tab requests information concerning the actual results of the audit for the reporting period. The Financial Statements tab only exists for audited submissions. If an audit is not required, PHAs will only be required to complete Unaudited/No Audit submission type, which will not include the Financial Statements Tab and Federal Programs Tab.

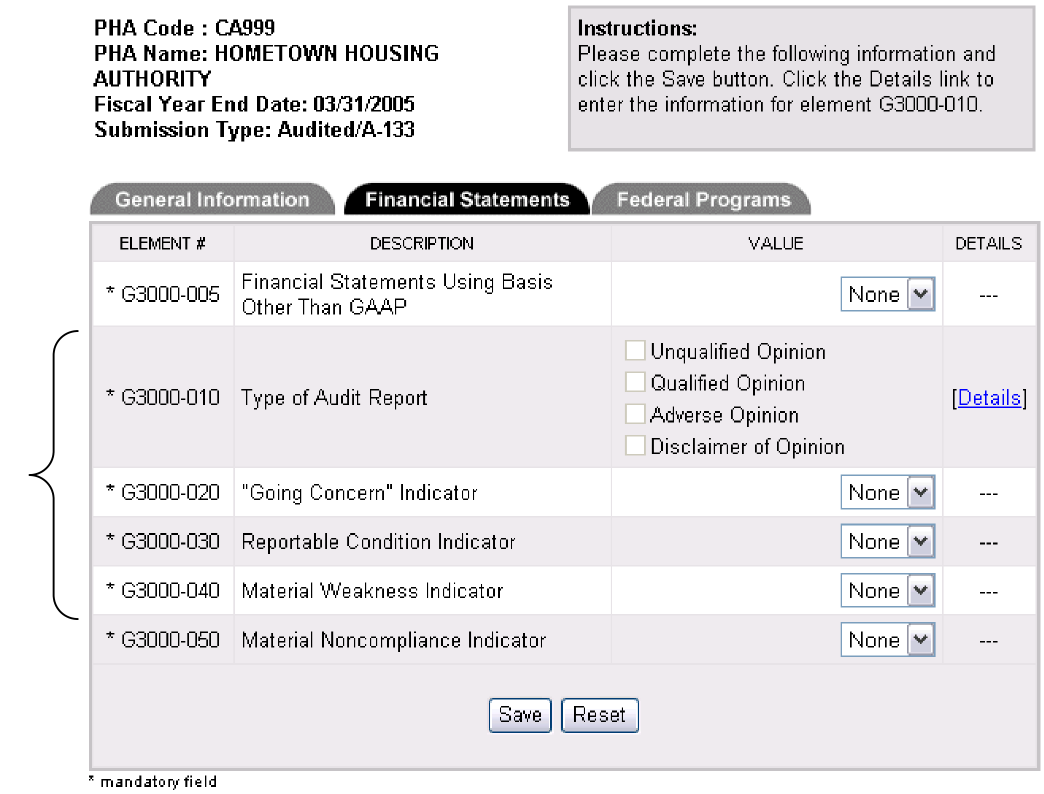
The following table contains a brief description of the data elements on this page:

Element #	Element Name	Description
G3000-005	Financial Statements Using Basis Other Than GAAP	"Yes" should be selected if the financial statements use a basis other than GAAP.
G3000-010	Type of Audit Report	The Audit Report will be an unqualified opinion, qualified opinion, adverse opinion, or disclaimer of opinion. If the opinion is unqualified or qualified, a details page will be enabled to document more information.
G3000-020	"Going Concern" Indicator	This is an explanatory paragraph, which usually follows the auditor's opinion of the financial statements. A going concern indicates that the PHA is in or will be in financial distress (i.e. unable or unwilling to pay legal liabilities).
G3000-030	Reportable Condition Indicator	The auditor's opinion may include reportable conditions, which are material weaknesses, which could affect the reliability of the financial information included in the audited financial statements. If the auditor has reported such conditions, this DCF field will be used to report them in FASS-PH.
G3000-040	Material Weakness Indicator	Material internal control weaknesses may be discussed as part of the auditor's opinion on the financial statements or the auditor's opinions on Internal Controls. Detail pages (under the Federal Programs tab) will document the type and severity of material weakness.
G3000-050	Material Noncompliance Indicator	Material non-compliance may be included in either the auditor's opinion on the financial statements or the auditor's opinion on compliance. Detail pages (under the Federal Programs tab) will document the type and severity of the material noncompliance.

FINANCIAL ASSESSMENT – DCF: FINANCIAL STATEMENTS

Element # and Description:
List of all element numbers and corresponding descriptions.

Value:
Enter or select appropriate data for each field.



PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133

Instructions:
Please complete the following information and click the Save button. Click the Details link to enter the information for element G3000-010.

General Information | Financial Statements | Federal Programs

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G3000-005	Financial Statements Using Basis Other Than GAAP	None	---
* G3000-010	Type of Audit Report	Unqualified Opinion Qualified Opinion Adverse Opinion Disclaimer of Opinion	[Details]
* G3000-020	"Going Concern" Indicator	None	---
* G3000-030	Reportable Condition Indicator	None	---
* G3000-040	Material Weakness Indicator	None	---
* G3000-050	Material Noncompliance Indicator	None	---

Save Reset

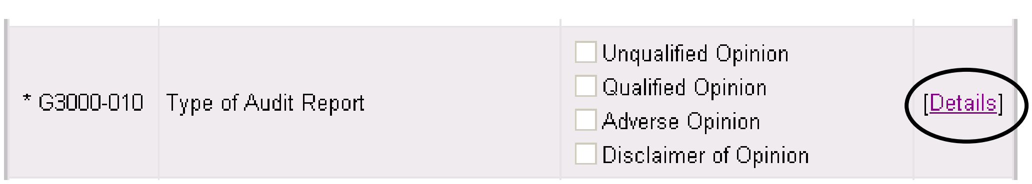
* mandatory field

Step 1: At the **Financial Statements** tab on the **Data Collection Form** page, use the Arrow buttons to the right of the *Value* fields to select entries. Fields marked with an asterisk are mandatory.

Step 2: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the Reset button to reset all entries to the last saved state, if necessary.

Step 3: Click on Details link adjacent to the *Type of Audit Report to Follow* (Element #G3000-010). Users are required to complete the Audit details for each selected program.



* G3000-010	Type of Audit Report	Unqualified Opinion Qualified Opinion Adverse Opinion Disclaimer of Opinion	[Details]

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133

Instructions:
Please select the Fund Type and Fund Opinion for each program and click the Save button. All non-major funds must have the same Fund Opinion.

Audit Details [Back to Financial Statements]

CFDA#	NAME OF PROGRAM		DETAILS
14.850a	**Low Rent Public Housing**		---
* G3000-060	Fund Type	None	---
* G3000-070	Fund Opinion	None	---
14.850b	**Development**		---
* G3000-060	Fund Type	None	---
* G3000-070	Fund Opinion	None	---
14.855	**Section 8 Rental Voucher Program**		---
* G3000-060	Fund Type	None	---
* G3000-070	Fund Opinion	None	---

Save Reset

* mandatory field

Select the appropriate fund type from the Fund Type drop down. Users can select between Major Fund and Non Major Fund.

Select the appropriate fund opinion from the Fund Opinion drop down. Users can select from the following opinions: Adverse Opinion, Disclaimer of Opinion, Qualified Opinion and Unqualified Opinion.

Note: All Non Major Funds must have the same Fund Opinion.

Step 4: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the Reset button to reset all entries to the last saved state, if necessary. G3000–070 value requires additional details if *Qualified Opinion* or *Unqualified Opinion* is selected. The Details link will appear upon save. Click on the Details link adjacent to G3000-070 to continue to the **Details** page. In the following example, the **Unqualified Audit Details** page displays.

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133
Program #: 14.850a - Low Rent Public Housing

Unqualified Audit Details [Back to Audit Details]

Select either Yes or No from the dropdown boxes.

ELEMENT #	DESCRIPTION	# OF OCCURRENCES	DETAILS
* G3100-010	Unqualified - Supplementary Information Required by GASB or FASB has been Omitted	None	---
* G3100-020	Unqualified - Other Information Included in a Document Containing Audited Financial Statements is Materially Inconsistent with Information Appearing in the Financial Statements	None	---
* G3100-030	Unqualified - No Exceptions	None	---

Save Reset

* mandatory field

The following example displays the **Qualified Audit Details** page.

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133
Program #: 14.850b - Development

Qualified Audit Details [Back to Audit Details]

ELEMENT #	DESCRIPTION	# OF OCCURRENCES	DETAILS
* G3200-010	Imposed by Management - Number of Occurrences		---
* G3200-020	Imposed by Circumstance - Number of Occurrences		---
* G3200-030	Qualified - Year 2000 Audit Flag	None	---
* G3300-010	Change in Accounting Principle - Number of Occurrences		---
* G3300-020	Change in Accounting Estimate - Number of Occurrences		---
* G3300-030	Change in Accounting Method - Number of Occurrences		---
* G3300-040	Departures from GAAP - Number of Occurrences		---
* G3300-050	Inconsistently Applied GAAP - Number of Occurrences		---
* G3300-060	Omissions - Number of Occurrences		---
* G3400-010	Qualified - Indicator- Accounting Principles Used Caused the Financial statements to be Materially Misstated	None	---
* G3400-020	Qualified - Inadequate Records Indicator	None	---

Save Reset

* mandatory field

Step 5: Enter *# of Occurrences* for each *Element #* by either selecting the arrow to the right of the dropdown box and selecting an option or by entering a numeric value in the field.

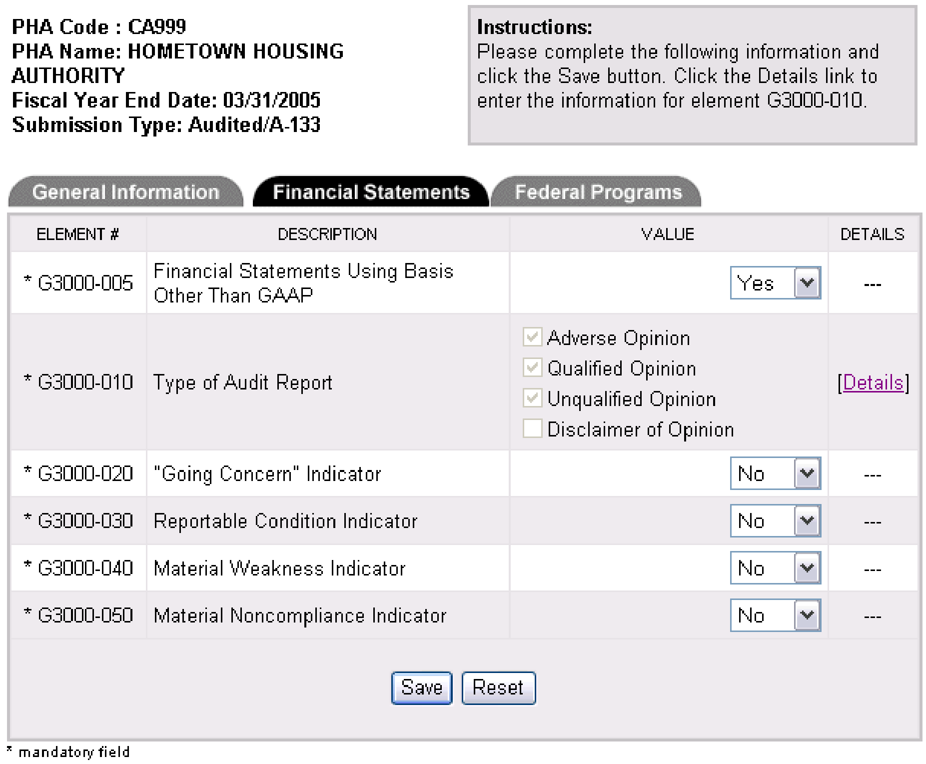
Element #'s marked with an asterisk are mandatory.

Step 6: Click on the Save button to store the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the Reset button to reset all entries to the last saved state, if necessary.

Step 7: After completing the **Details** page, click the Back to Audit Details link at the top or bottom of the table to return to the **Audit Details** screen.

Once all corresponding audit details have been completed, click on the Back to Financial Statements link at the top or bottom of the table to return to the Financial Statements tab.



PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133

Instructions:
Please complete the following information and click the Save button. Click the Details link to enter the information for element G3000-010.

General Information | Financial Statements | Federal Programs

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G3000-005	Financial Statements Using Basis Other Than GAAP	Yes	---
* G3000-010	Type of Audit Report	Adverse Opinion; Qualified Opinion; Unqualified Opinion; Disclaimer of Opinion	[Details]
* G3000-020	"Going Concern" Indicator	No	---
* G3000-030	Reportable Condition Indicator	No	---
* G3000-040	Material Weakness Indicator	No	---
* G3000-050	Material Noncompliance Indicator	No	---

Save Reset

* mandatory field

G3000-010 will be checked according to the user's audit details selection. This field is read-only and can only be updated through the audit details screen.

Step 8: After completing the Financial Statements tab, click on the Federal Programs tab name at the top of the table or the Federal Programs link at the bottom of the table to continue to the **Federal Programs** tab page.

5.4.3 Federal Programs

The **Federal Programs** tab requests identification of agencies required to receive the reporting package as well as additional information relating to federal programs. *Element* # G4100-040, Total Federal Awards Expended Details allows users to enter information on a program by program basis for federal awards expended.

The following example displays the Federal Programs tab for Audited/A-133.

FINANCIAL ASSESSMENT – DCF: FEDERAL PROGRAMS (A-133)

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133

General Information | Financial Statements | Federal Programs

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G4000-020	Dollar Threshold Used to Distinguish Type A and Type B Programs	$	---
* G4000-030	Low-Risk Auditee Indicator	None	---
* G4000-040	Indicator-Any Audit Findings Disclosed that are Required to be Reported	None	---
* G4000-050	Federal Agencies Required to Receive the Reporting Package ☐ U.S. Agency for International Development ☐ Agriculture ☐ Commerce		

--

G4000-060	Enter name if Other is selected for G4000-050		---
G4000-061	Enter name if Other is selected for G4000-050 and there are two federal agencies required to receive the reporting package		---
* G4000-070	Does the auditor's report include a statement that the auditee's financial statements include depts., agencies, or organizational units expending more than $500,000 in Federal awards that have separate A-133 audits which are not included in this audit?	None	---
* G4000-080	Was a Schedule of Prior Audit Findings prepared?	None	---
* G4100-040	Total Federal Awards Expended	$	[Details]

Save | Reset

* mandatory field

Element # and Description:
List of all element numbers and corresponding descriptions. *varies for each submission type (A-133 or Non A-133).

Value:
Enter or select appropriate data for each field.

This screen print displays a truncated version of the Federal Programs page due to limited space.

Step 1: For the **Federal Programs** tab on the **Data Collection Form** page, use the scroll bar to view the entire page, if necessary. Enter the information requested in the blank fields in the *Value* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts. The system will automatically format the commas upon clicking the Save pushbutton.

Step 2: Some *Value* fields provide a drop-down menu. Click on the Arrow button to the right of the *Value* field to view the list of options. Click on an option to select it.

An example of a text field and a drop-down box from the Federal Programs page appears below:

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133

General Information | Financial Statements | **Federal Programs**

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G4000-020	Dollar Threshold Used to Distinguish Type A and Type B Programs	$	---
* G4000-030	Low-Risk Auditee Indicator	No	---

Step 3: Some *Value* fields include a checklist. Use the scroll bar to view the entire list. Click in the left checkbox to select an item. A checkmark (√) displays in the box. Click the box again to deselect it. Check as many items as are applicable. If no items apply, check “None”. If an item is not listed, check “Other” and enter the agency name in the field provided. Element #’s marked with an asterisk are mandatory.

An example of some of the checklist boxes on the Federal Programs page appears below:

* G4000-050 Federal Agencies Required to Receive the Reporting Package

- ☐ Agency for International Development
- ☐ Agriculture
- ☐ Commerce
- ☐ Corporation of National and Community Service
- ☐ Defense
- ☐ Education
- ☐ Energy

Step 4:

Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the Reset button to reset all entries to the last saved state, if necessary.

Step 5:

Elements that contain Details links require additional information. For example, element #G4200-060 details is required for all submissions which filed data for one or more federal programs.

Click on the Details link for **Total Federal Awards Expended Details**. The Total Federal Awards Expended Details page displays.

FINANCIAL ASSESSMENT – DCF: TOTAL FEDERAL AWARDS EXPENDED DETAILS

Enter/ select information in each field for every program listed.

Click on the Details link for Total Amount of Questioned Costs.

Add/Delete a Federal Program link


PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133

Total Federal Awards Expended Details [Back to Federal Programs]

CFDA#	NAME OF FEDERAL PROGRAM		DETAILS
14.850a	Low Rent Public Housing		---
* G4100-030	Amount Expended	$ 10,000	---
* G4200-010	Major Federal Program Indicator	Yes	---
* G4200-050	Type of Opinion on Major Program	Unqualified Opinion	---
* G4200-060	Number of A-133 Compliance Audit Findings	1	[Details]
G4200-070	Audit Finding Reference Number	123456789	---
* G4200-080	Are Awards Part of the Research and Development Cluster?	No	---
* G4200-090	Are Awards Received Directly from a Federal Agency?	No	---
G4100-050	Total Amount of Questioned Costs	$	---
14.850b	Development		---
* G4100-030	Amount Expended	$ 10,000	---
* G4200-010	Major Federal Program Indicator	No	---
* G4200-050	Type of Opinion on Major Program	Qualified Opinion	---
* G4200-060	Number of A-133 Compliance Audit Findings	0	[Details]
G4200-070	Audit Finding Reference Number	321654987	---
* G4200-080	Are Awards Part of the Research and Development Cluster?	Yes	---
* G4200-090	Are Awards Received Directly from a Federal Agency?	Yes	---
G4100-050	Total Amount of Questioned Costs	$	---

Add/Delete a Federal Program

Save Reset

* mandatory field

Note: FASS-PH has the Add/Delete a Federal Program link on the Total Federal Awards Expended Details page. This allows users to add additional Federal programs and the ability to delete programs that were unintentionally added. This functionality would be used if you need to include data for a Federal program on the Data Collection Form without including financial data on the Financial Data Schedule.

For Instructions on how to *Add/Delete a Federal Program* please refer to the section under unaudited submission type.

Step 6: On the **Total Federal Awards Expended Details** page, enter the information requested in the blank fields in the *Value* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts. The system will automatically format the commas upon clicking the Save pushbutton.

Step 7: Some *Value* fields provide a drop-down menu. Click on the right Arrow [v] button to view the list of options. Click on an option to select it. Fields marked with an asterisk are mandatory.

Step 8: Click on the [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the [Reset] button to reset all entries to the last saved state, if necessary.

Step 9: Click on the Details links for element # G4200-060 - Number of A-133 Compliance Audit Findings.

The **Compliance Requirements Details** page displays.

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133
Program #: 14.850b - Development

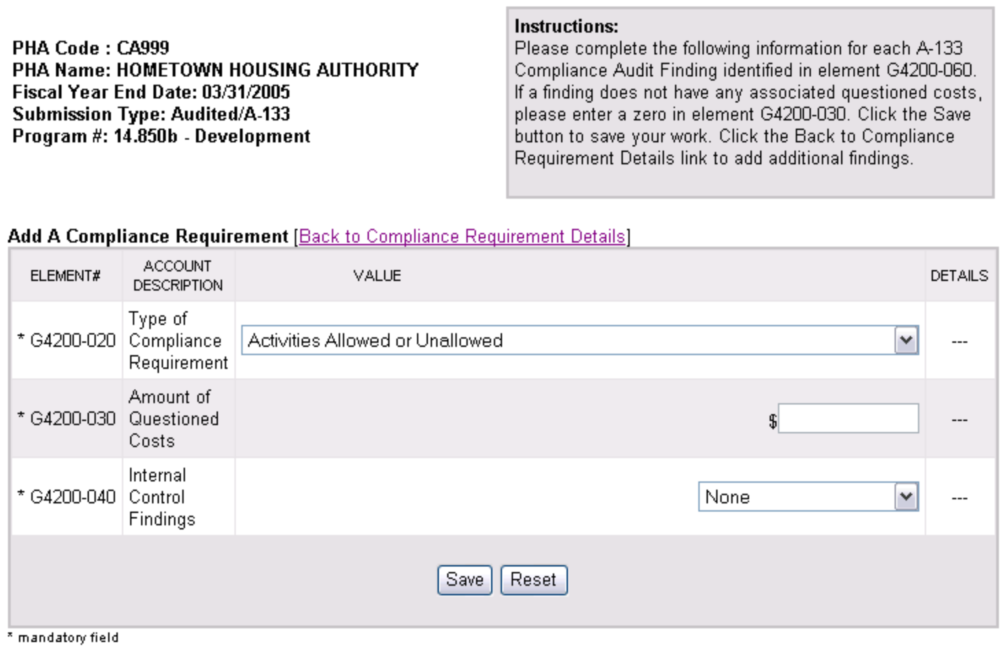
Instructions:
Please document the A-133 Compliance Audit Findings(s) identified in element G4200-060. Click the Add A Compliance Requirement link to add a new finding. Click the Back to Total Federal Awards Expended Details link to continue this process for all applicable Federal programs.

Compliance Requirements Details [Back to Total Federal Awards Expended Details]

TYPE OF COMPLIANCE REQUIREMENT	AMOUNT OF QUESTIONED COSTS	INTERNAL CONTROL FINDINGS	DETAILS
Add A Compliance Requirement			

Step 10: From the Compliance Requirements table, click on the underlined Add a Compliance Requirement link to continue.

The **Compliance Requirements Details** page displays.



Step 11: Enter the information requested in the blank fields in the *Value* column. Some of the *Value* fields have drop-down menus. Use the right Arrow buttons to select values from the list. Click on an option in the list to select it. Fields marked with an asterisk are mandatory.

When entering values in the *Value* fields, round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts. The system will automatically format the commas upon clicking the Save pushbutton.

Note: Once the user clicks the Save button, one additional pushbutton (the Delete pushbutton) will appear on the Compliance Requirements Details page. Consequently, the three pushbuttons will appear in the following order: Save, Delete, and Reset.

Step 12: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the Reset button to reset all entries to the last saved state, if necessary.

Use the Delete button to delete the entries completely, if necessary.

Note: The value entered for G4200-060 must be equal to the total number for compliance requirements recorded. User will receive error message if the two values are not equal.

Step 13: Click on the Back to Compliance Requirement Details link to return to the **Compliance Requirements Details** page. The data entered on the previous Details page now displays in the table on this Details page.

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/A-133
Program #: 14.850b - Development

Instructions:
Please document the A-133 Compliance Audit Findings(s) identified in element G4200-060. Click the Add A Compliance Requirement link to add a new finding. Click the Back to Total Federal Awards Expended Details link to continue this process for all applicable Federal programs.

Compliance Requirements Details [Back to Total Federal Awards Expended Details]

TYPE OF COMPLIANCE REQUIREMENT	AMOUNT OF QUESTIONED COSTS	INTERNAL CONTROL FINDINGS	DETAILS
Eligibility - Requirements are not fully documented for Low Rent or Sec. 8	$5,000	Reportable Conditions	[Details]
Add A Compliance Requirement			

User can click on the Details link to view the Compliance Requirement and make any necessary updates. To save all updates, click on the Save button.

Step 14: Click on the Back to Total Federal Awards Expended Details link to return to the Total Federal Awards Expended Details page.

Step 15: Click on the Back to Federal Programs link to return to the Federal Programs tab on the Data Collection Form page.

The following example displays the Federal Programs tab for Audited/Non-A-133.

FINANCIAL ASSESSMENT – DCF: FEDERAL PROGRAMS (NON-A-133)

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/Non-A-133

General Information | Financial Statements | **Federal Programs**

G4000-014 is disabled. Information not required.

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G4000-014	Type of Audit Opinion on Compliance	None	---
* G4100-040	Total Federal Awards Expended	$20,000	[Details]

Save Reset

* mandatory field

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/Non-A-133

Total Federal Awards Expended Details [Back to Federal Programs]

CFDA#	NAME OF FEDERAL PROGRAM		DETAILS
14.850a	**Low Rent Public Housing**		---
* G4100-030	Amount Expended	$ 10,000	---
14.850b	**Development**		---
* G4100-030	Amount Expended	$ 10,000	---

Add/Delete a Federal Program

Save Reset

* mandatory field

Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the Reset button to reset all entries to the last saved state, if necessary.

Note: FASS-PH has the Add/Delete a Federal Program link on the Total Federal Awards Expended Details page. This allows users to add additional Federal programs and the ability to delete programs that were unintentionally added. This functionality would be used if you need to include data for a Federal program on the Data Collection Form without including financial data on the Financial Data Schedule.

For Instructions on how to *Add/Delete a Federal Program* please refer to the section under unaudited submission type.

5.5 LOCCS/HUDCAPS Page (both Audited and Unaudited Submissions)

FASS-PH eliminates the manual process of comparing FASS-PH submissions to Line of Credit Control System (LOCCS) and HUD Central Accounting and Program System (HUDCAPS) data to determine if discrepancies exist.

The LOCCS/HUDCAPS page will provide users with the reported disbursements from the LOCCS and HUDCAPS systems on a program-by-program basis.

Note

Disbursement data may not reflect the actual cash disbursements due to timing differences.

Step 1: To view the LOCCS/HUDCAPS page:

Click on the LOCCS/HUDCAPS link at the top or bottom of the page.
The **LOCCS/HUDCAPS** Report page displays.

FINANCIAL ASSESSMENT – LOCCS/HUDCAPS PAGE

Financial Assessment
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Comments |

| Submit | Late Reason | LOCCS/HUDCAPS |

Click on the LOCCS/HUDCAPS link.

Additional Help

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Unaudited/A-133

LOCCS/HUDCAPS Report for CA999

as of 03/31/2004

Reported PHA programs and matrix comparing submission FDS data, DCF data, and LOCCS/ HUDCAPS data.

	Program Name	FDS	DCF	LOCCS / HUDCAPS	Difference
☐	14.850a - Low Rent Public Housing	---	$ 10,000	---	---
☐	14.855 - Section 8 Rental Voucher Program	---	$ 10,000	---	---
	Totals	**$ 0**	**$ 20,000**	**$ 0**	

Select/Clear All   Display Details

Note: Disbursement data shown on this report may not reflect the actual cash disbursements nor revenue reported due to timing differences.

Report Generated: 04/06/2004 03:05:36 PM

| Top of Page |

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Comments |

| Submit | Late Reason | LOCCS/HUDCAPS |

Additional Help

The LOCCS/HUDCAPS page displays for the selected PHA, listing all programs that have been funded for, as well as the amount received for each program.

Use this information as a reference when creating new submissions.

Step 2: You can also view the Reconciliation Balance Sheet, which details the data on the LOCCS/HUDCAPS Report page. To view this report, click in the left checkbox next to the desired Program Name. A checkmark ➨ displays in the box. Click the checkbox again to deselect it. You can check one or many programs.

- To select all of the Program Names click on the Select/Clear All link.
- To clear all of the Program Names click on the Select/Clear All link.

Select program(s) to be displayed in the Reconciliation Balance Sheet.

Click the Select/Clear All link to select or clear all the Program Names

Click the Display Details button.

	Program Name	FDS	DCF	LOCCS / HUDCAPS	Difference
☑	14.850a - Low Rent Public Housing	---	$ 10,000	---	---
☐	14.855 - Section 8 Rental Voucher Program	---	$ 10,000	---	---
	Totals	**$ 0**	**$ 20,000**	**$ 0**	

Select/Clear All   Display Details

Note: Disbursement data shown on this report may not reflect the actual cash disbursements nor revenue reported due to timing differences.

Step 3: Click on the Display Details button.

Step 4: The Reconciliation Balance Sheet page displays.

Carefully review the data. Record any discrepancies on the Comments page under the Comments link.

FINANCIAL ASSESSMENT – LOCCS/HUDCAPS RECONCILIATION BALANCE SHEET

Reconciliation Balance Sheet

for CA999 for reporting period 03/31/2004

Program Name	Amt. Per LOCCS / HUDCAPS	Less Prior Yr. A/R	Add Current Yr. A/R	Less Deferred Rev.	Total	Amt. Per FDS	Difference
14.850a - Low Rent Public Housing	---	---	---	---	$ 0	---	$ 0

Close Window   Print Details

Step 5: Click on the Print Details button to print the Reconciliation Balance Sheet.

Click on the Close Window button to close the Reconciliation Balance Sheet and return to the LOCCS/HUDCAPS Report page.

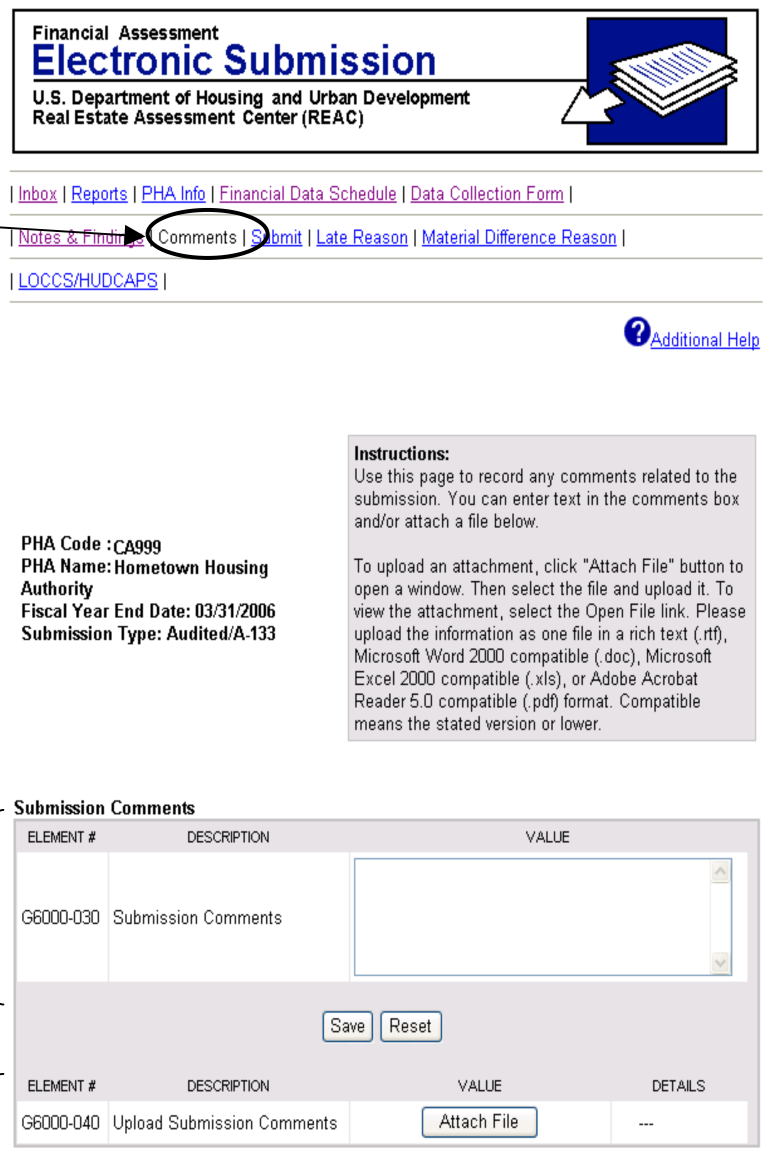
5.6 Comments Page (both Audited and Unaudited Submissions)

The Comments Page allows users to submit additional information for clarification on their submission data. The ability for users to submit comments along with submissions will reduce confusion and time spent on clarification that may take place between PHAs and PIH-REAC personnel. **Please use the Comments page to record comments related to any identifed edit flags in your submission.**

Step 1: To display the **Comments** page:

Click on the Comments link at the top or bottom of the page. The **Comments** page displays.

Click on the Comments link.



Enter additional information for clarification on the submission

Upload file attachment for clarification on the submission data.

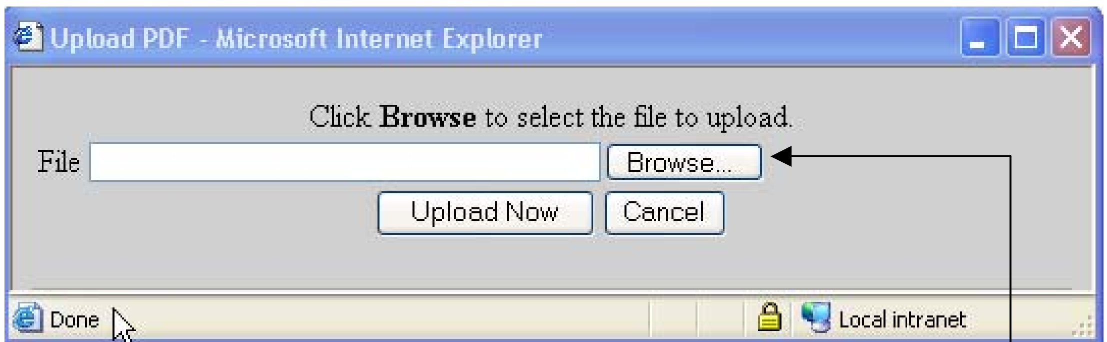
Step 2: Enter any necessary comments in the Submission Comments box. The comments will be viewable by internal PIH-REAC personnel.

Step 3: Click on the Save button to save the comments in the system.

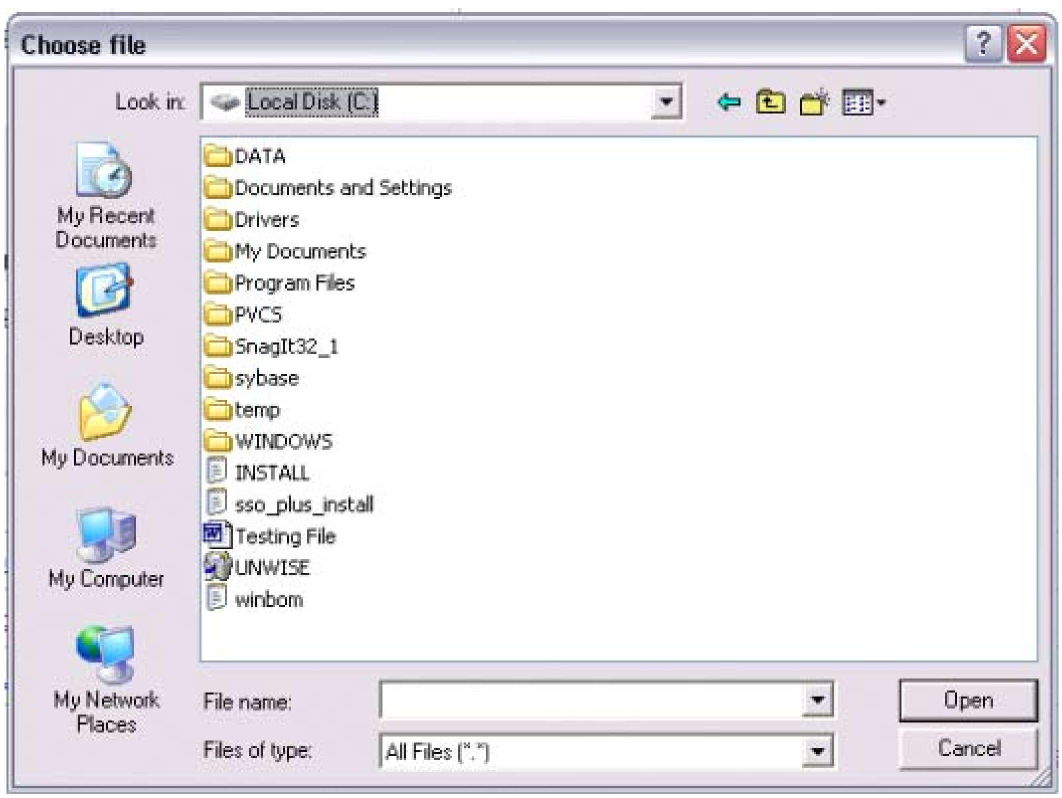
Use the Reset button to reset the text in the Submission Comments box to the last saved state.

Step 4: *To attach files on the Comments Screen:*

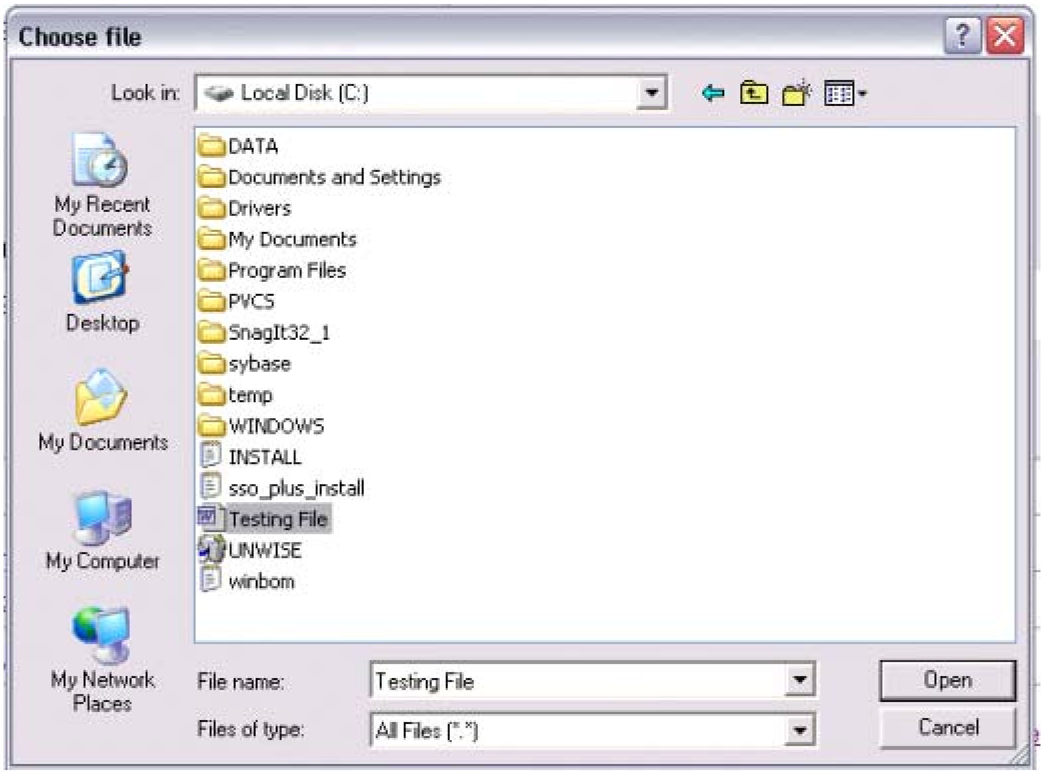
Click on the Attach File button. The **File Upload** window displays.



Click on the Browse... button. Windows file menu tree displays.



Step 5: All Files (*.*) defaults as the 'Files of Type'. Then, using the *Look in* field at the top of the window, locate the file you wish to attach.



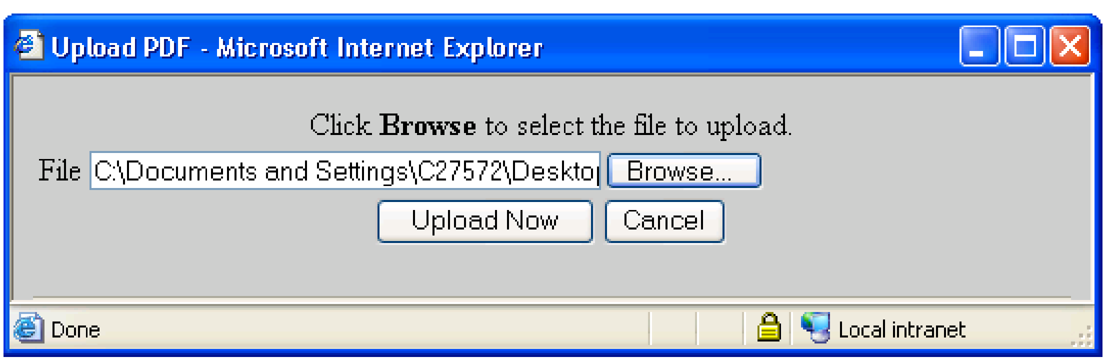
The system will accept the following file types for attachments: rich text (.rtf), Microsoft Word 2000 compatible (.doc), Microsoft Excel 2000 compatible (.xls), or Adobe Acrobat Reader 5.0 compatible (.pdf) format.

Compatible means the stated version or lower.

Select file to be attached and click on the  button.

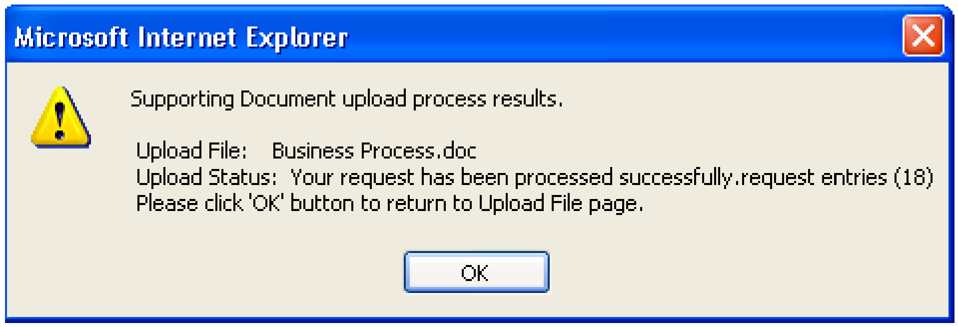
The upload page appears with the file name filled in.

Step 6

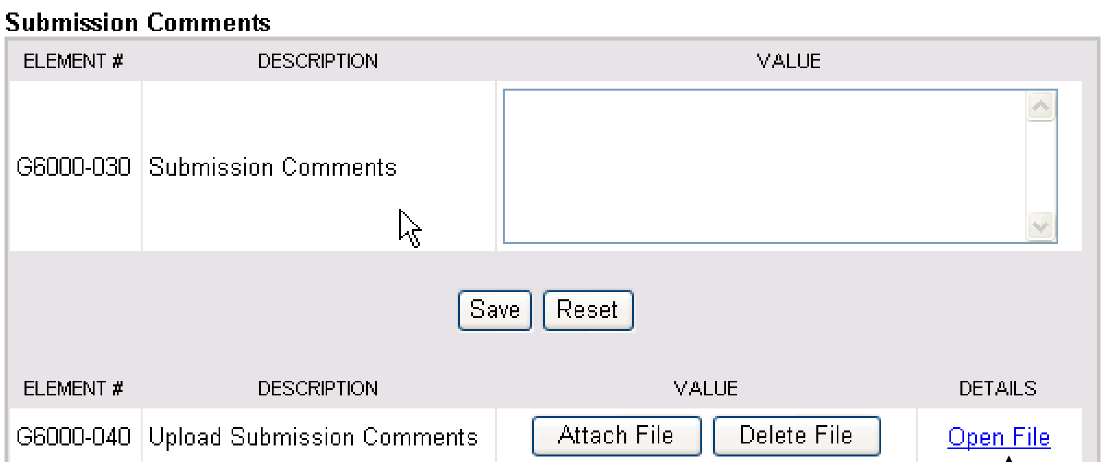


Step 6: Click on the Upload Now button to upload the file selected.

The file will upload and the upload successful page appears.



Step 7: Click on the OK button.



Comment page shows a link to the uploaded file in the DETAILS column.

5.7 Notes and Findings (for Audited Submissions only)

Audited submissions include additional **Notes & Findings** page. The Notes & Findings page allows users to attach files containing narrative notes and audit information. This page contains up to six tabs: the **Notes** tab, the **Audit Information** tab, the **Audit Findings** tab, the **Action Plan** tab, the **MD&A** tab, and the **Financial Statements** tab. You can attach one file on each of these tabs. To change tabs, click on the tab at the top of the table.

The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit. Please refer the matrix below to determine which attachments are mandatory for your particular submission.

Notes & Findings Business Rules Matrix
(Current as of FASS-PH Release 8.0.0.0)

Submission Type	A-133	A-133	A-133	A-133	Non-A-133	Non-A-133	Non-A-133	Non-A-133
Component Unit *	No	No	Yes	Yes	No	No	Yes	Yes
Acct Method **	Post GASB 34	Pre GASB 34	Post GASB 34	Pre GASB 34	Post GASB 34	Pre GASB 34	Post GASB 34	Pre GASB 34
Notes	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Audit Information (Opinion)	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Audit Information (Attachment)	Mandatory	Mandatory	Not Available	Not Available	Mandatory	Mandatory	Not Available	Not Available
Audit Findings	Mandatory	Mandatory	Mandatory	Mandatory	Not Available	Not Available	Not Available	Not Available
Action Plan	Optional	Optional	Optional	Optional	Not Available	Not Available	Not Available	Not Available
MD&A ***	Mandatory	Not Available	Not Available	Not Available	Mandatory	Not Available	Not Available	Not Available
Financial Statements ***	Mandatory	Mandatory	Not Available	Not Available	Mandatory	Mandatory	Not Available	Not Available

* Users set the component unit option to 'Yes' by checking the checkbox on the PHA Info page.
** If at least 1 FDS program is reported under the Full Accrual/Post GASB 34 accounting method, use a Post GASB 34 column in this matrix.
*** The MD&A and Financial Statements tabs apply only to submissions with FYEs of 09/30/01 and beyond.

The **attached file *must* be one of the following file formats:**

- rich text format (.rtf)
- Microsoft Word 2000 compatible (.doc)
- Microsoft Excel 2000 compatible (.xls)
- Adobe Acrobat Reader 5.0 compatible (.pdf) format

"Compatible" means the stated version or lower. The system does not accept other file formats.

If a file is converted from a format not allowed into one of the formats above, please review the converted file for completeness before submitting your data. If an attached file is not readable by PIH-REAC, your submission may be rejected.

Note

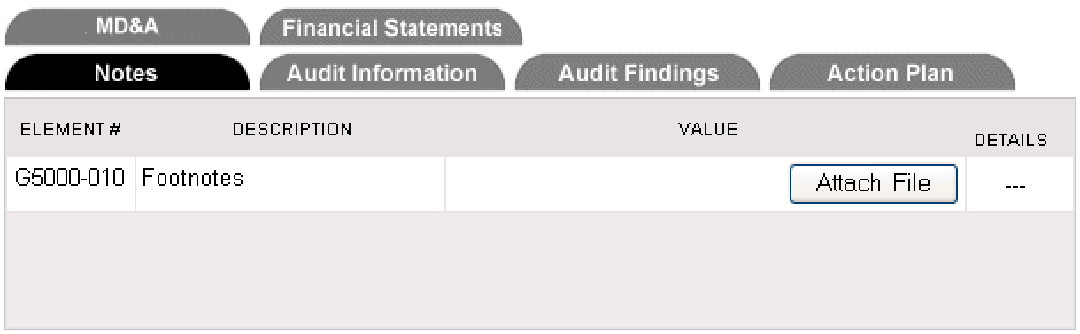
Files must be attached using the Attach File pushbutton. **Each Notes & Findings tab will accept only one file.** The system does allow a user to re-attach a file as needed; however, **only the last attached file is saved.** Please reference the Instructions box on each Notes & Findings tab to determine what information should be included in the attached file.

The following pages show the different Notes & Findings pages.

FINANCIAL ASSESSMENT – NOTES AND FINDINGS: NOTES

Attach:
Upload and attach one file.

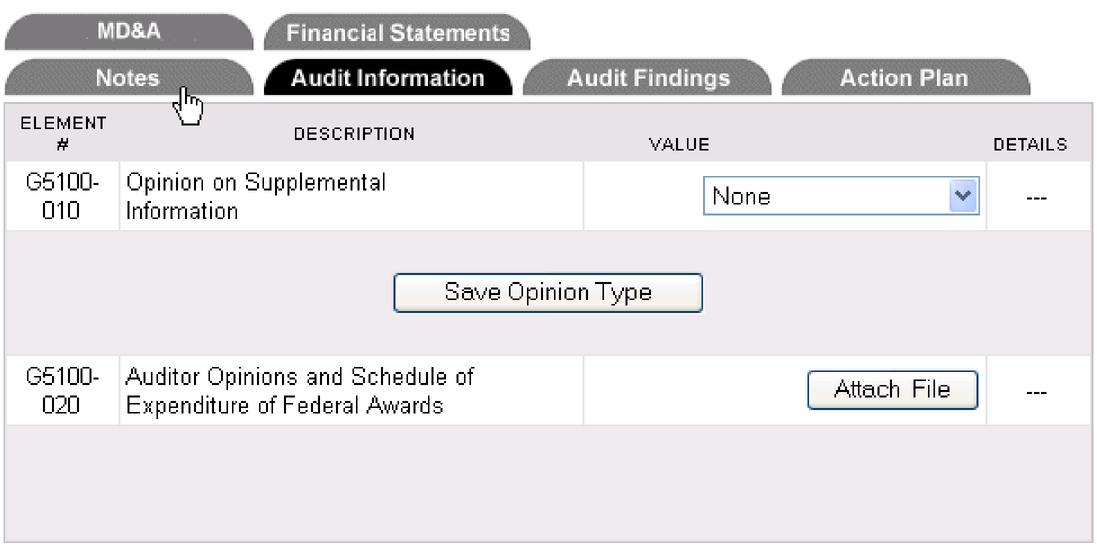
Note:
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.



FINANCIAL ASSESSMENT – NOTES AND FINDINGS: AUDIT INFORMATION

Attach:
Upload and attach one file.

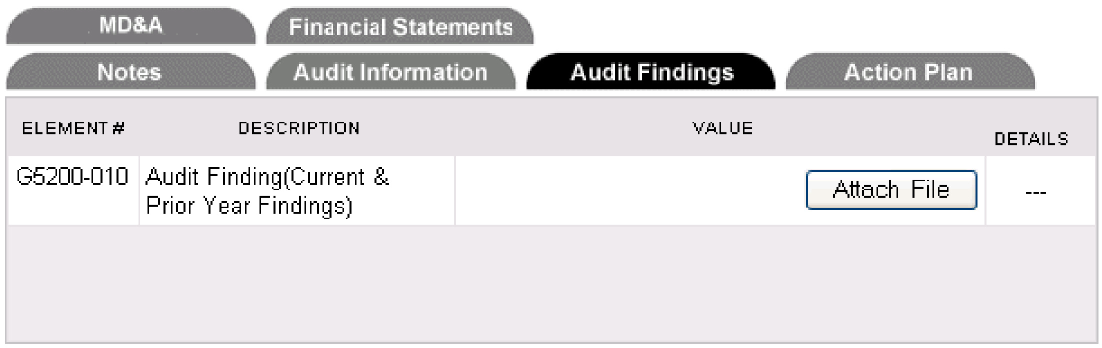
Note:
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.



FINANCIAL ASSESSMENT – NOTES AND FINDINGS: AUDIT FINDINGS

Attach:
Upload and attach one file.

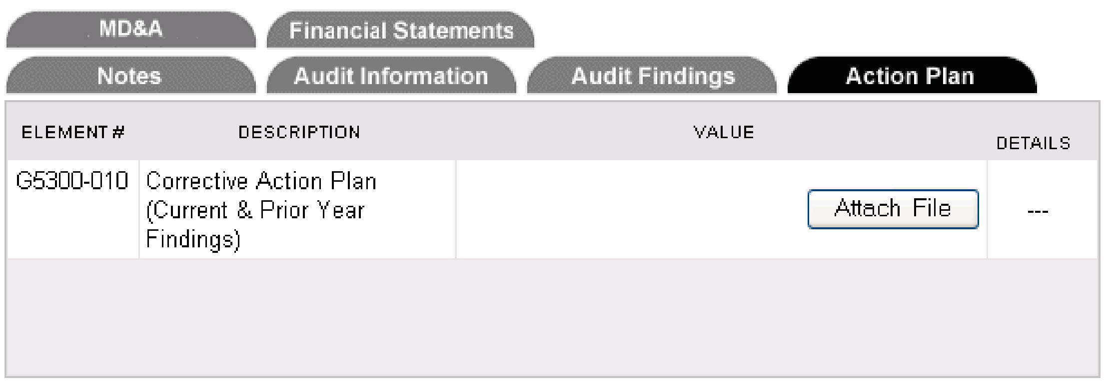
<u>Note:</u>
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component



FINANCIAL ASSESSMENT – NOTES AND FINDINGS: ACTION PLAN

Attach:
Upload and attach one file.

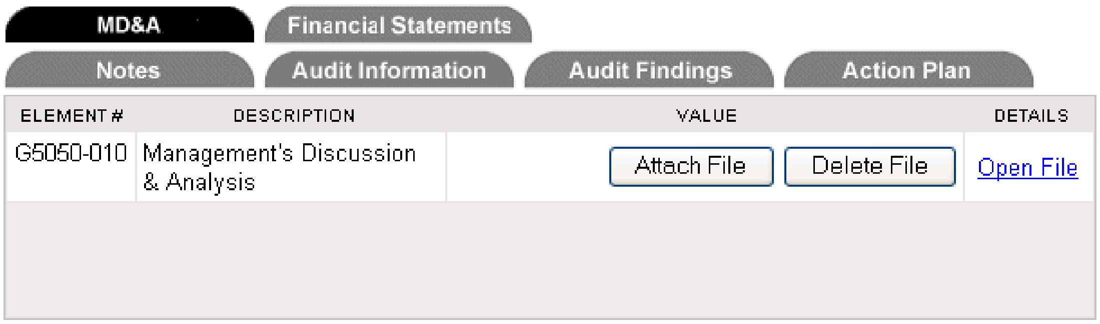
<u>Note:</u>
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.



FINANCIAL ASSESSMENT – NOTES AND FINDINGS: MD&A

Attach:
Upload and attach one file.

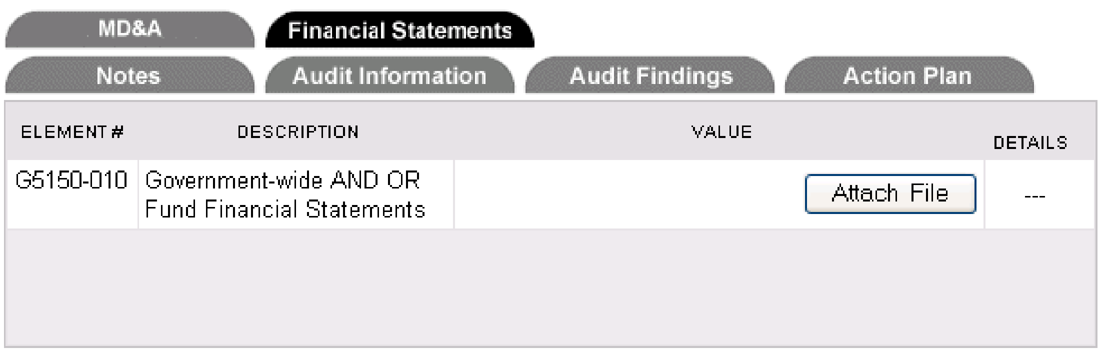
Note:
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.



FINANCIAL ASSESSMENT – NOTES AND FINDINGS: FINANCIAL STATEMENTS

Attach:
Upload and attach one file.

Note:
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.



Follow the instructions below for completing the Notes & Findings pages.

Step 1: Click the Notes & Findings link on either the top or bottom of the page. The **Notes** tab will display by default. Different tabs will display depending on your submission type, accounting method, and whether or not you are reporting as a component unit. **Please complete all mandatory tabs.** To change tabs, simply click on the tab for the page you want to see. The tab for the displayed page will appear in dark bold.

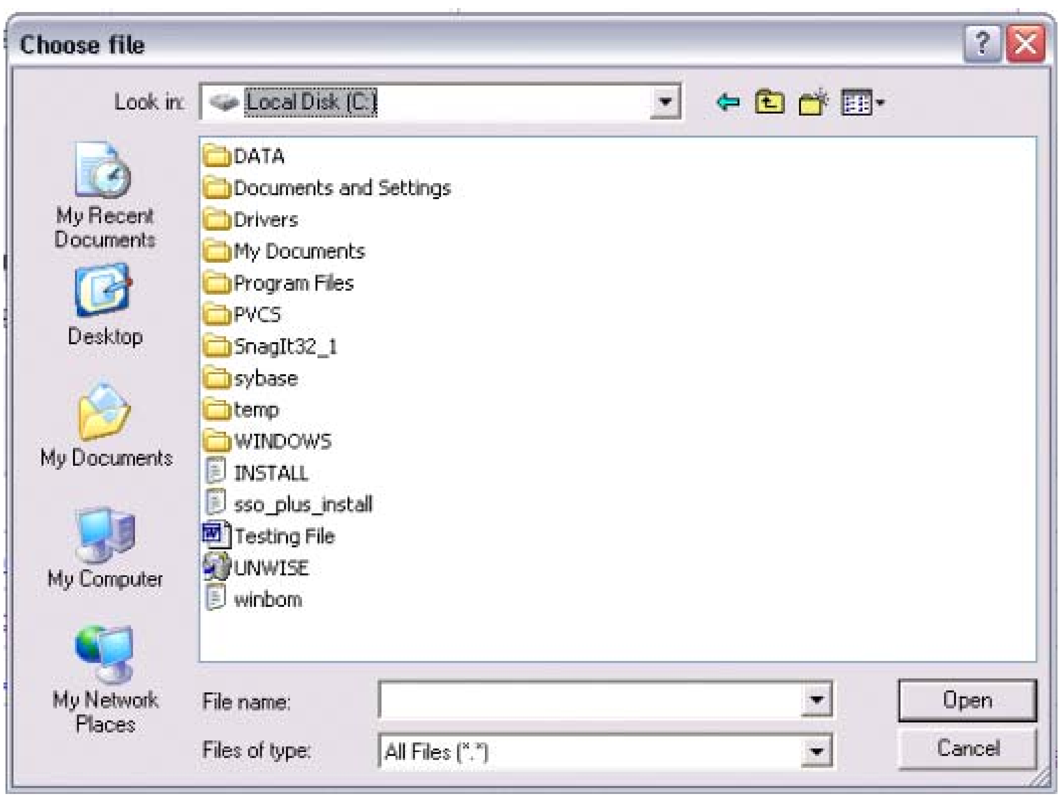
Each tab contains a place for you to attach one file. Carefully review the instructions on each page to determine what information should be contained in the attached file.

Additionally, the **Audit Info** tab contains a drop-down for you to select the ***Opinion on Supplemental Information***.

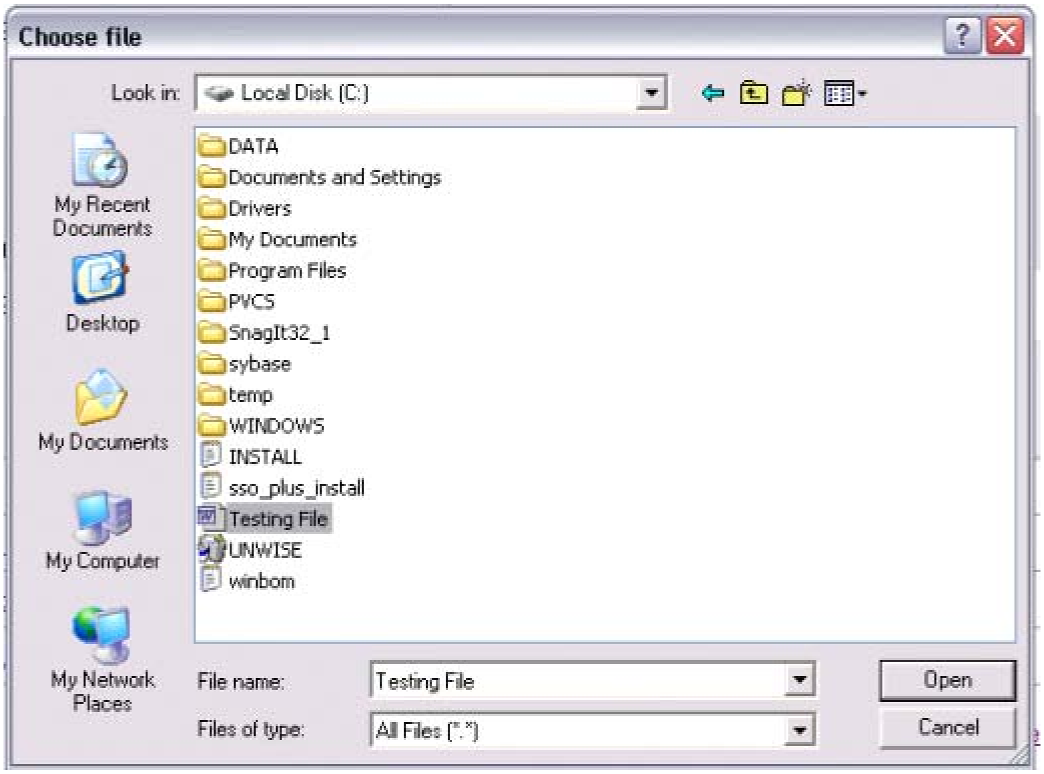
The **information you wish to attach *must* be contained in one file** and must be attached using the Attach File pushbutton. Otherwise, you will be unable to attach a file on the corresponding Notes & Findings screen.

Step 2: *To attach files on the Notes & Findings tabs:*

Click on the [Attach File] button. The **File Upload** window displays. The *Files of type* will default to HTML Files; therefore, the desired file will not appear in the window until the next step.



Step 3: Change the *Files of type* from HTML Files to All Files (*.*). Then, using the *Look in* field at the top of the window, locate the file you wish to attach.



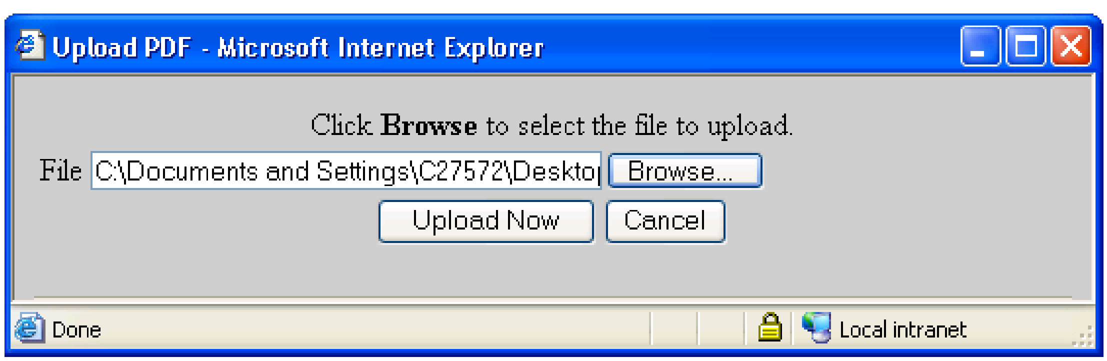
Note

How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

Step 4: Double-click on the file to select it. The name of the file displays in the *Value* field.

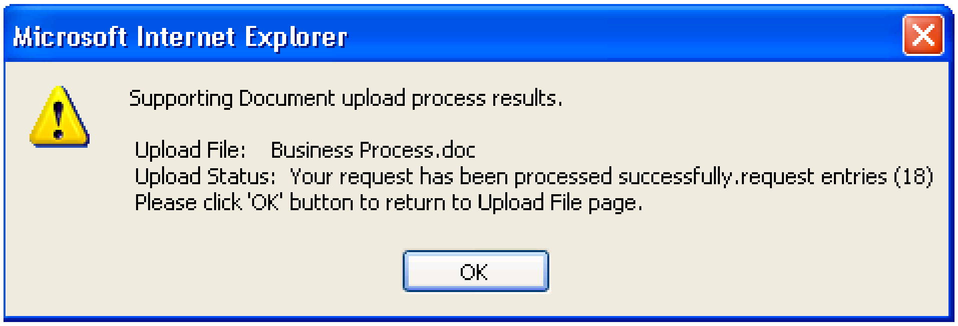
Step 5: The upload page appears with the file name filled in.



Step 6:

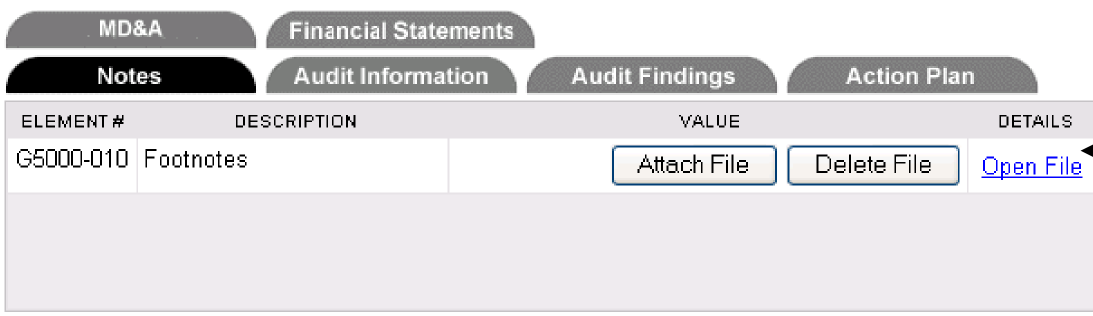
Click on the Upload Now. Button to upload the file selected.

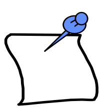
The file will upload and the upload successful page appears.



Step 7:

Click on the OK button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

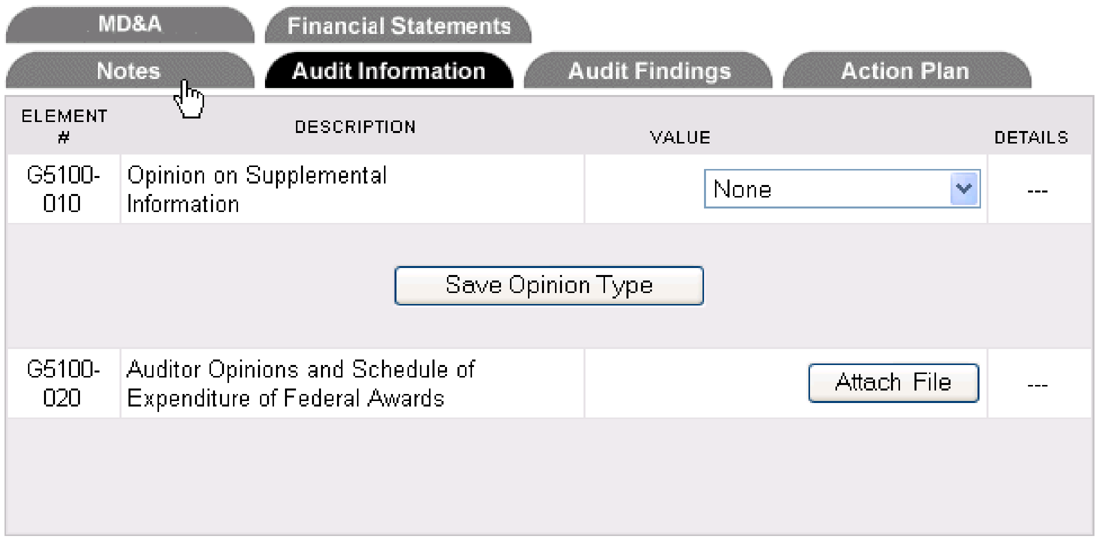



Note

If an incorrect file is attached, use the delete file button then attach the correct file.

Only one file can be attached to each screen. Therefore, if a PHA attaches a new file once there is already an existing file, the existing file must be deleted before the new file is attached.

Step 8: On the **Audit Info** page only, there is a drop-down where you select the ***Opinion on Supplemental Information***. Select the desired value from this drop-down.



Step 9: Click on the [Save Opinion Type] button to save your selection.

Step 10: Click on the next tab to continue to the next Notes & Findings page. Repeat steps 2 through 6 to attach your files to the appropriate tabs.

Step 11: When you have completed the **Notes & Findings** pages, click on the <u>Submit</u> link at the top or bottom of the table to continue to the **Submit** page.

Note

In the event that you are not able to submit your submissions on time, you can access the following two screens to either file a late reason or request an extension (unaudited submissions only).

- Late Reason Page (refer to Section 5.8).
- Unusual Circumstance Request (refer to Section 5.9).

If your unaudited submission and audited submission have a significant data discrepancy, you may access the following screen to provide a reason:

- Material Differences Reason (refer to Section 5.10).

5.8 Late Reason Page (for Late Submissions only)

The Late Reason page allows users to document a reason for the lateness of a financial submission. The Late Reason link is available at the top and bottom of unaudited and audited submissions with a *Draft* status.

Remember to save your entries before leaving the page.

Step 1: To complete the **Late Reason** page:

Click on the Late Reason link at the top or bottom of the page, the **Late Reason** page displays.

Value:
Enter a late reason for the submission.


FINANCIAL ASSESSMENT – LATE REASON PAGE

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form |

| Notes & Findings | Comments | Submit | Late Reason | Material Difference Reason |

| LOCCS/HUDCAPS |

Additional Help

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Audited/A-133

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G6000-020	Late Reason	(Limit: 255 Characters)	---

Save Reset

Top of Page

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form |

| Notes & Findings | Comments | Submit | Late Reason | Material Difference Reason |

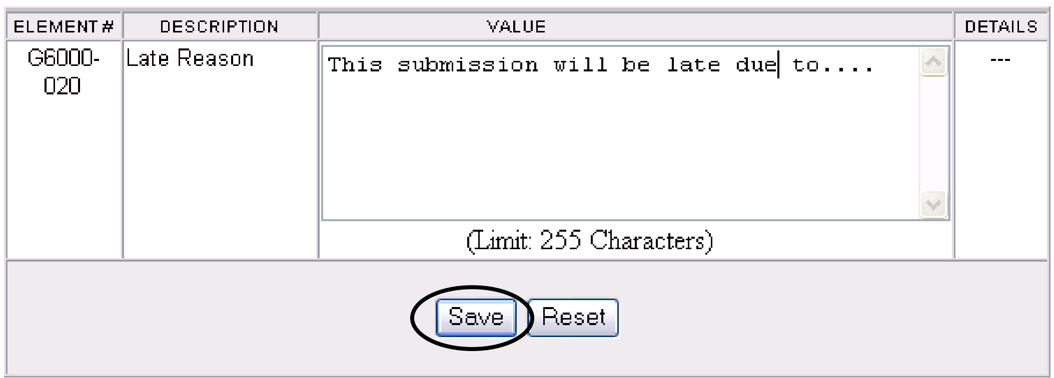
| LOCCS/HUDCAPS |

Additional Help

Step 2: Click in the blank *Value* field and enter the reason(s).

Step 3: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the Reset button to reset all entries to the last saved state, if necessary.



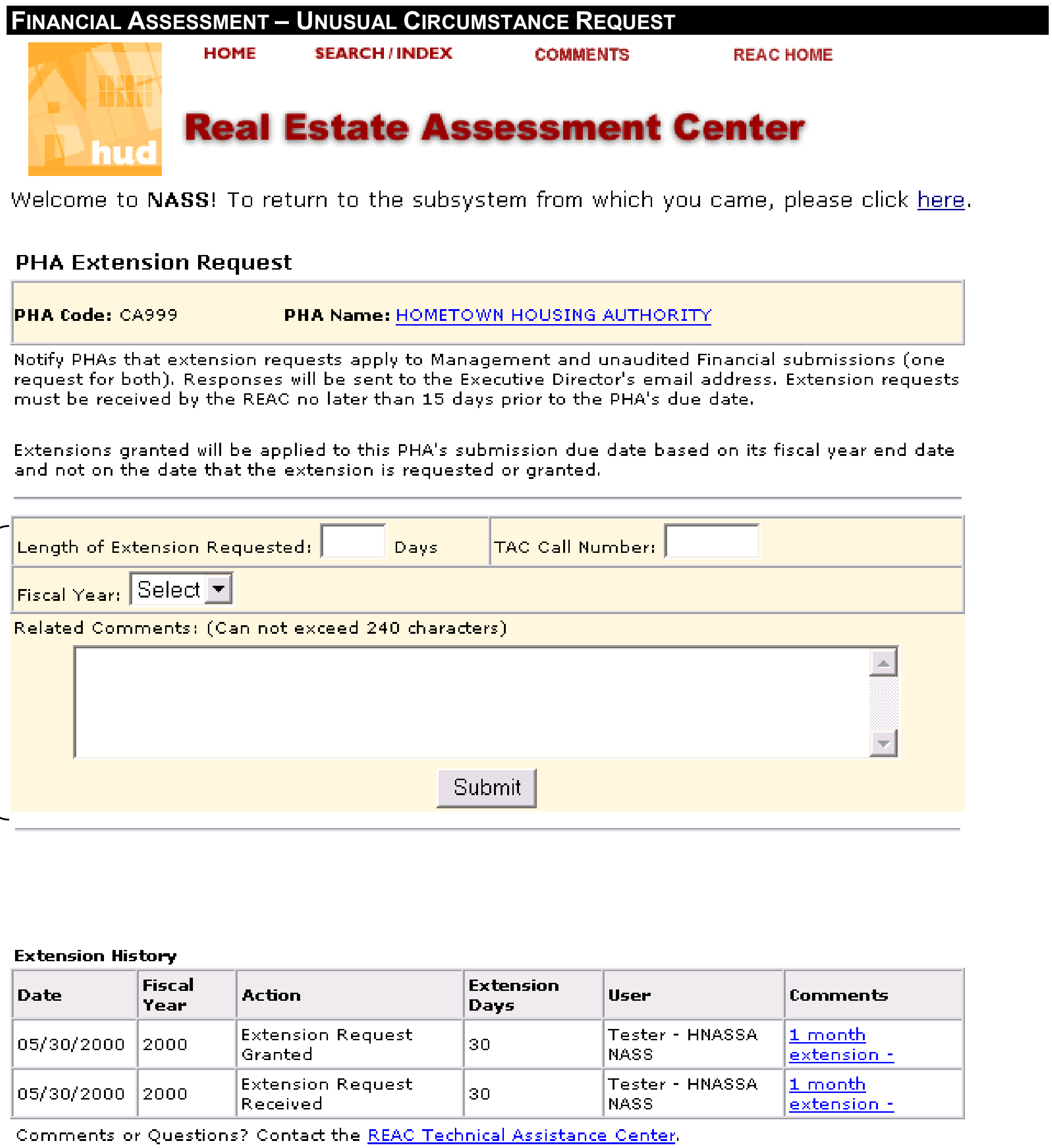
5.9 Unusual Circumstance Request (for Unaudited Submissions only)

If there are unusual circumstances preventing the timely submission of unaudited data, PHAs can request an extension via the **Unusual Circumstance Request** page. Note: This page is not available for Section 8 only entities.

Remember to save your entries before leaving the page.

Length of Extension Requested: *Enter number of days.*

Related Comments: *Enter reason for an extension request.*



FINANCIAL ASSESSMENT – UNUSUAL CIRCUMSTANCE REQUEST

HOME SEARCH / INDEX COMMENTS REAC HOME

Real Estate Assessment Center

Welcome to NASS! To return to the subsystem from which you came, please click here.

PHA Extension Request

PHA Code: CA999 **PHA Name:** HOMETOWN HOUSING AUTHORITY

Notify PHAs that extension requests apply to Management and unaudited Financial submissions (one request for both). Responses will be sent to the Executive Director's email address. Extension requests must be received by the REAC no later than 15 days prior to the PHA's due date.

Extensions granted will be applied to this PHA's submission due date based on its fiscal year end date and not on the date that the extension is requested or granted.

Length of Extension Requested: ____ Days TAC Call Number: ____

Fiscal Year: Select

Related Comments: (Can not exceed 240 characters)

Submit

Extension History

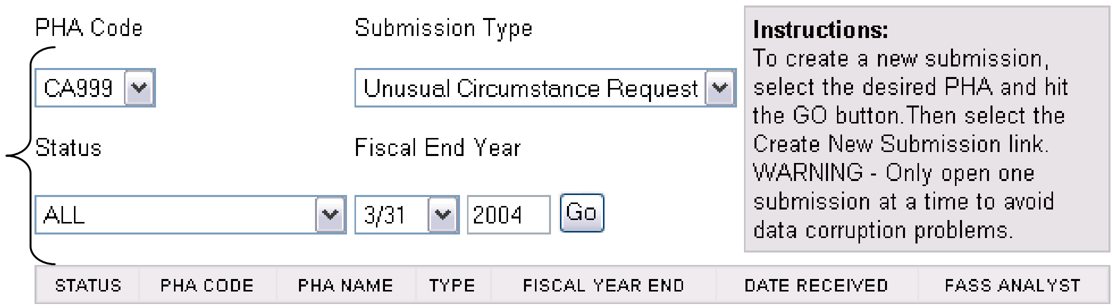
Date	Fiscal Year	Action	Extension Days	User	Comments
05/30/2000	2000	Extension Request Granted	30	Tester - HNASSA NASS	1 month extension -
05/30/2000	2000	Extension Request Received	30	Tester - HNASSA NASS	1 month extension -

Comments or Questions? Contact the REAC Technical Assistance Center.

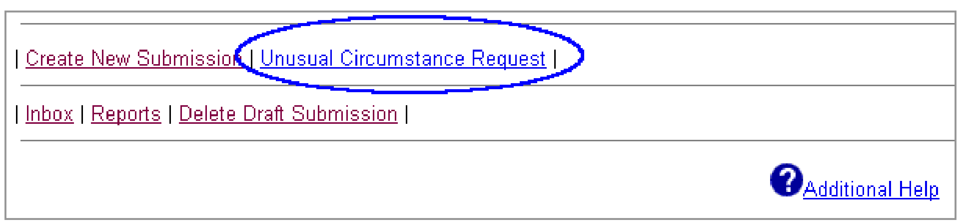
Step 1: From your **Inbox**, select/enter the following from the dropdown/ text boxes and click Go.:

PHA Code : *CA999*
Reporting End Date (month/ day): *03/31*
Reporting End Date (year): *2004*
Submission Type: *Unusual Circumstance Request*

Query for your submission.

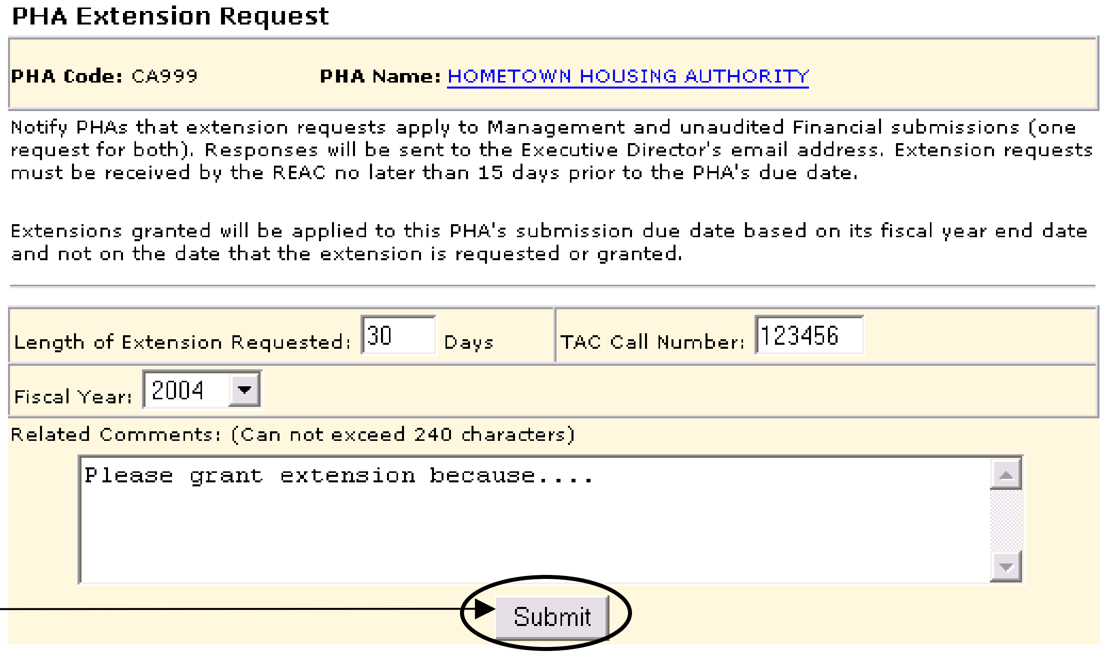


Step 2: Click on the Unusual Circumstance Request link at the top or bottom of your Inbox page.



Step 3: The NASS Unusual Circumstance Request page displays.

- Verify that the PHA Code is correct.
- Enter the number of days requested for the extension.
- Select the appropriate Fiscal Year.
- Enter the reason for requesting an extension.
- Click on the Submit button to submit your request to HUD-REAC.



PHA Extension Request

PHA Code: CA999 PHA Name: HOMETOWN HOUSING AUTHORITY

Notify PHAs that extension requests apply to Management and unaudited Financial submissions (one request for both). Responses will be sent to the Executive Director's email address. Extension requests must be received by the REAC no later than 15 days prior to the PHA's due date.

Extensions granted will be applied to this PHA's submission due date based on its fiscal year end date and not on the date that the extension is requested or granted.

Length of Extension Requested: 30 Days TAC Call Number: 123456

Fiscal Year: 2004

Related Comments: (Can not exceed 240 characters)

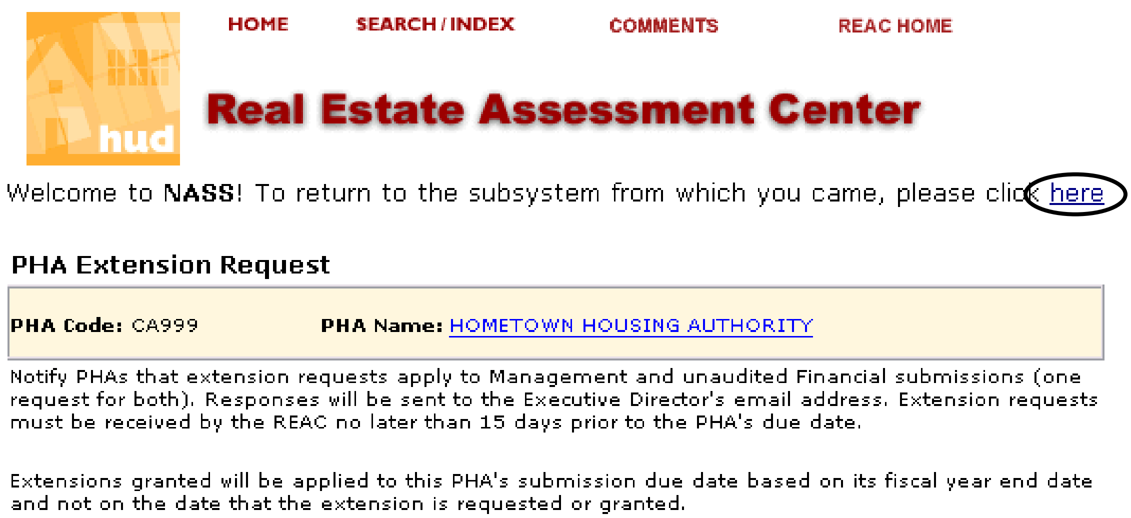
Please grant extension because....

Submit

Click on the **Submit** button after entering appropriate information.

Step 4: To return to FASS, click the <u>here</u> link at the top of the Unusual Circumstance Request page.

The Inbox page will display.



Welcome to NASS! To return to the subsystem from which you came, please click here

PHA Extension Request

PHA Code: CA999 PHA Name: HOMETOWN HOUSING AUTHORITY

Notify PHAs that extension requests apply to Management and unaudited Financial submissions (one request for both). Responses will be sent to the Executive Director's email address. Extension requests must be received by the REAC no later than 15 days prior to the PHA's due date.

Extensions granted will be applied to this PHA's submission due date based on its fiscal year end date and not on the date that the extension is requested or granted.

5.10 Material Difference Reason Page (for Audited Submissions only)

The **Material Difference Reason** page allows users to provide a reason for any differences in the financial data between the audited and unaudited submissions. The Material Difference Reason link to the Material Difference Reason page is only available for audited submissions.

Remember to save your entries before leaving the page.


FINANCIAL ASSESSMENT – MATERIAL DIFFERENCE REASON

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form |

| Notes & Findings | Comments | Submit | Late Reason | Material Difference Reason |

| LOCCS/HUDCAPS |

Additional Help

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2004
Submission Type: Audited/A-133

Value:
Enter a reason for financial data discrepancy between the audited and unaudited submissions.

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G6000-010	Reason for Material Differences	(Limit: 255 Characters)	---

Save Reset

Top of Page

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form |

| Notes & Findings | Comments | Submit | Late Reason | Material Difference Reason |

| LOCCS/HUDCAPS |

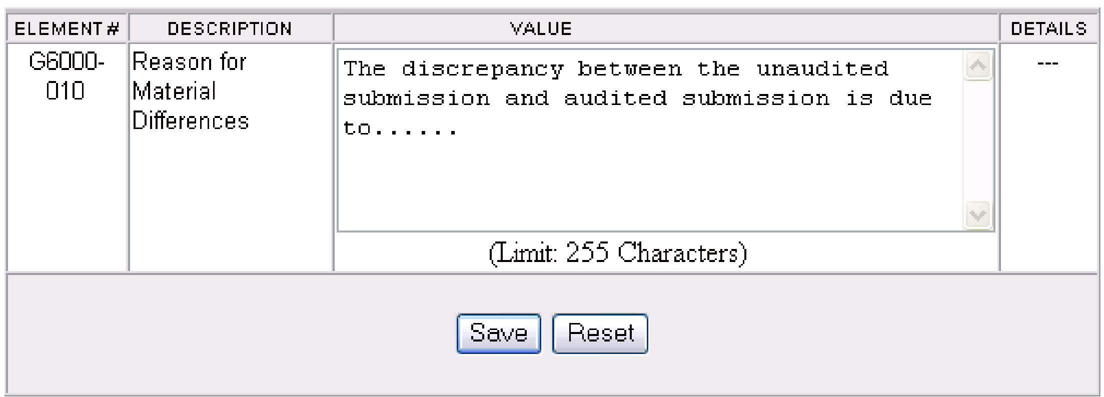
Step 1: To complete the **Material Difference Reason** page:

Click on the Material Difference Reason link at the top or bottom of the page, the **Material Difference Reason** page displays.

Step 2: Click in the blank *Value* field and enter the reason(s).

Step 3: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

Use the Reset button to reset all entries to the last saved state, if necessary.



ELEMENT #	DESCRIPTION	VALUE	DETAILS
G6000-010	Reason for Material Differences	The discrepancy between the unaudited submission and audited submission is due to...... (Limit: 255 Characters)	---

Save Reset